



**South Dakota Paralegal Association
Application for CP Exam Reimbursement
for the Year 2019**

1. SDPA would like to encourage members to take the CP exam as part of their professional development. As an incentive, SDPA is offering reimbursements for the CP exam fee (currently \$250.00) to members for taking the CP exam and passing. In order to be eligible, members must meet the following criteria:
 - A. The applicant must be a member of the South Dakota Paralegal Association;
 - B. The applicant must take the CP exam and pass it during the fiscal year 2019. (Please attach verification that you passed the exam.)
 - C. Reimbursements are only available to members who do not receive reimbursements for the CP exam by any other source. (Please attach written verification of this from your employer.)
2. Only one (1) CP exam reimbursement will be paid during the year 2019. The reimbursement will be given out on a first come, first served basis to the first applicant who qualifies.
3. This application and supporting documentation **MUST** be received by the Professional Development Committee Chairperson within 3 months of receiving notification that you passed the CP exam.
4. Information and applications are available from the South Dakota Paralegal Association Professional Development Committee, c/o Cindy E. Schmit, ACP, P.O. Box 88738, Sioux Falls, SD 57109-8738; e-mail: cschmit@mayjohnson.com.

**SUBMIT YOUR APPLICATION to:
The South Dakota Paralegal Association, Inc.
Professional Development Committee
c/o Cindy E. Schmit, ACP
P.O. Box 88738
Sioux Fall, SD 57109-8738
Or via e-mail to cschmit@mayjohnson.com**

SDPA APPLICATION FOR CP REIMBURSEMENT

NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: () _____ () _____
Daytime Evening

E-MAIL ADDRESS: _____

EMPLOYER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WORK PHONE NUMBER: () _____

DATE CP EXAM TAKEN: _____

WHERE CP EXAM WAS TAKEN: _____

Did you pay the CP exam fee? _____ Yes _____ No
If No, who paid the exam fee for you? _____
If Yes, please attach verification.

Please be sure to attach the following documentation to this Application:

1. Verification that you took the CP exam in the year 2019;
2. Verification that you passed the CP exam;
3. A letter from your employer that they do not reimburse you for the CP exam fee; and
4. Verification that you paid the CP exam fee and the amount you paid.