California Certified Legal Secretary
A Program of LPI®

APPLICATION TO DEFER CCLS® EXAM TO NEXT SCHEDULED EXAM DATE

If you are currently registered to sit for the CCLS Exam, you may defer taking the exam to the next scheduled exam date. The Application to Defer and $60 fee payable to "Legal Professionals Incorporated" (if by check) must be postmarked and mailed to the below email address no later than thirty (30) days before your scheduled exam date:
Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549

Email: mebccls@gmail.com

NEXT EXAM DATE: MARCH 20, 2027
DEADLINE TO APPLY FOR DEFERRAL TO SEPTEMBER 18, 2027: JANUARY 14, 2027

- **Deadline**: Applications must be received thirty (30) days prior to the examination date, or at a later date at the discretion of the CCLS Certifying Board.
- **Deferral Fees: The deferral fee is $60 by check payable to "Legal Professionals Incorporated," or by credit card.**
- **Failure to Defer:** The date you are allowed to defer your taking of the exam is the **next** scheduled exam date. For example, if you are registered to take the exam in September, you may submit an Application to Defer and pay the deferral fee so that you may sit for the exam the following March. If you fail to submit the deferral application and pay the fee by the due date, you will be required to reapply for the examination and to pay the registration and exam fees before you will be allowed to sit for the exam. All previously paid fees will be forfeited.

☐ **Stripe (an Invoice will be sent to you)** ☐ **Check payable to "Legal Professionals Incorporated" and mailed to: 3191 Rohrer Drive, Lafayette, CA 94549**

Personal Information

Name: _____

Mailing Address: _____

Email: _____

Phone (Day): _____ Phone (Evening):_____

LPI Member: Yes ☐ *(enclose copy of LPI Membership Card)* ☐ No

Name of Local LPI Association: _____

Exam Information (if applicable)

Initial Exam Date: _____ Last Re-Take Date: _____

Check appropriate section(s) to be taken/retaken:

☐ Legal Terminology
☐ Ability to Communicate
☐ Reasoning and Ethics
☐ Law Office Administration
☐ Skills
☐ California Legal Procedure
☐ Legal Computations
☐ Entire Exam / First Time

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application.

Date:_____ Applicant Signature: _____ (Rev. 10/1/2026)