



California Certified Legal Secretary  
A Program of LPI®



### APPLICATION FOR PARTIAL RETAKE OF CCLS® EXAM

If you passed four or more sections on the March 21, 2026, exam, you are eligible to take the failed sections of the California Certified Legal Secretary Examination on September 19, 2026.

Please email this Application with fees to:

**Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549**

Email: [mbishopccls@hotmail.com](mailto:mbishopccls@hotmail.com)

**EXAM DATE: SEPTEMBER 19, 2026**

**DEADLINE TO APPLY (w/o late fees): JULY 21, 2026**

- **Deadline:** Applications and fee must be received sixty (60) days prior to the examination date.
- **Late Fee:** Late fees apply when Applications are received less than 60 days prior to the exam date.
- **Retake Fees:** The retake fee is the same regardless of the number of sections which must be retaken. All failed sections must be retaken at the same time and must be passed within six (6) consecutive test cycles of the first sitting for the initial examination.

#### RETAKE FEES (subject to change without notice):

Stripe (an Invoice will be sent to you)

Check (payable to "Legal Secretaries Incorporated") and mailed to: 3191 Rohrer Drive, Lafayette, CA 94549

#### LPI Members

Retake Fee \$70  
Late Fee (if applicable) \$45

#### Non-LPI Members

Retake Fee \$80  
Late Fee (if applicable) \$45

### 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/MAL: \_\_\_\_\_

### Exam Information

Initial Exam Date: \_\_\_\_\_ Last Re-Take Date, if applicable: \_\_\_\_\_

Check appropriate section(s) to be retaken:

Legal Terminology

Skills

Ability to Communicate

California Legal Procedure

Reasoning and Ethics

Legal Computations

Law Office Administration

**I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and not to be discussed with anyone.**

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Rev. 5/1/2026