



**California Certified
Legal Secretary**
A Program of LPI



APPLICATION TO TAKE CCLS® EXAM

Email Application, copy of LPI Membership Card (if applicable), and fees to:
Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549, mbishopcccls@hotmail.com

EXAM DATE: SATURDAY, MARCH 20, 2027

- **Deadline:** Applications and applicable fee must be received **60 days** prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than **60 days** from the examination date.

EXAMINATION FEES (Select Payment Type)	Check ☐ Payable to "Legal Professionals Incorporated" Mail to above address	Credit/Debit Card ☐ Email exam application to CCLS.CBChair@legalprofessionalsinc.org Payment link will be provided upon confirmation of eligibility to sit for exam.
LPI Members ☐	Non-LPI Members ☐	
On Time Registration Fee \$ 25	On Time Registration Fee \$ 75	
Examination Fee* \$125	Examination Fee* \$125	
Late Fee (if applicable) \$45	Late Fee (if applicable) \$45	
TOTAL DUE w/o Late Fee: \$150	TOTAL DUE w/o Late Fee: \$200	

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: _____

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____

Employer: _____
(name and address)

Supervisor: _____ Supervisor's Phone: _____

Supervisor's Email: _____

Summary of Duties: _____

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, and that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Date: _____

Applicant Signature _____

*Fees subject to change without notice.

(Rev. 5/1/2026)