



## CCLS ON-LINE STUDY GROUP

June 24, 2021 – September 2, 2021



If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,\*\* join LPI’s CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed (see *CCLS Information Kit* on LPI website for a description of the sections of the exam).

Lectures (MP4) and materials will be posted no later than 7 pm on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the classes.

### **Individual modules for each section of the CCLS Study Group are available!**

If you only need to study for a few sections, you may purchase individual modules for immediate upload at any time during the then-current Study Group class. You may also purchase all sections if you would prefer to study at your own pace.

Reminder – all material is intended for individual use only, and not for local association study groups

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* (11th Ed.), *California Style Manual* (4th Ed.), *The Redbook* by Bryan A. Garner, and *Pocket Guide to Legal Ethics*, **NO LATER THAN** the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

Materials will be available to registered participants through the date of the next regularly scheduled CCLS Exam following the then-current Study Group session.

*\*\*All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LPI’s website.*

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### **NOTE: REGISTRATION is FREE to one and all!**

#### **10-Week Study Group:**

First time participation: FREE - Members    FREE - Non-Members  
Subsequent participation: FREE - Members    FREE - Non-Members

#### **Individual Modules:** (FREE - Members; FREE - Non-Members)

California Legal Procedure	Legal Terminology	Legal Computations
Skills	Reasoning & Ethics	
Law Office Administration	Ability to Communicate Effectively	

**ONLINE REGISTRATION is available at: [www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org)**

**DEADLINE TO REGISTER IS JUNE 10, 2021**

If you have any questions about the Study Group, contact Rita Burnett, CCLS, at [cclschair@legalprofessionalsinc.org](mailto:cclschair@legalprofessionalsinc.org)

**DON'T WAIT – REGISTER FOR THE CCLS ON-LINE STUDY GROUP TODAY!**