

**CALIFORNIA CERTIFIED LEGAL SECRETARY  
RECERTIFICATION CONTINUING EDUCATION HOURS LOG**

**NAME:** \_\_\_\_\_, CCLS                      **Recertification Period:** \_\_\_\_\_ to \_\_\_\_\_

DATE OF ACTIVITY	ACTIVITY TITLE	ACTIVITY PROVIDER	TOTAL CREDIT HOURS (Minimum 15)		SECRETARIAL SCIENCE (administrative/mechanical skills) (Maximum 6 Hours)		SUBSTANTIVE HANDOUTS?
			Self-Study (5 Max.)	Participatory (10 Min.)	Not Uniquely Legal (Max. 2 Hours)	Uniquely Legal	Yes/No
<b>TOTALS</b>							

This **non-mandatory** form is provided as a courtesy by the CCLS® Certifying Board to assist in the tracking of continuing education hours for recertification credit. Complete information regarding credit hours for recertification may be found in the current Standards for Recertification at [www.legalprofessionalsincorporated.org](http://www.legalprofessionalsincorporated.org).  
**MAKE ADDITIONAL COPIES AS NEEDED.** (Rev. 5-1-26)