

## CCLS Recertification Checklist

- Complete 15 hours of CLE □
  - Self-Study - no more than 5 hours
  - Administrative/Mechanical (Secretarial science) functions performed by legal support staff – no more than 6 hours
  - Topics not unique to legal support staff – no more than 2 hours □
- Certificates of Attendance/CLE for completed classes/workshops/seminars □  
\*\* If submitted in paper, please submit copies – not originals
- Certificates signed / co-signed (CCLSs cannot sign their own certificates)\*\* □
- Handouts for classes of more than 1.0 hour □  
\*\*If handouts are voluminous, please send front and back pages, TOC and speaker’s biography; if necessary, Certifying Board will request copy of entire handout
- Payment of \$25 (check or Stripe) □
- Electronic submission to [ccls.cbm3@legalprofessionalsinc.org](mailto:ccls.cbm3@legalprofessionalsinc.org)
- Paper submission to: □  
CCLS Recertification Chair  
Maria Bishop, CCLS  
3191 Rohrer Drive  
Lafayette, CA 94549

**The above is not an exhaustive list. The Certifying Board (“CB”) strongly recommends that all CCLSs read the Standards for Recertification that is posted on LPI’s website for more detailed information as well as any updated information before recertifying.**

\*\*Paralegals – if you signed your own certificate, it must be co-signed by your supervising attorney