



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



## REQUEST FOR CCLS® EXAM REVIEW

A completed request for exam review may be forwarded via email to [ccls.cbchair@legalprofessionalsinc.org](mailto:ccls.cbchair@legalprofessionalsinc.org) or mailed to the below address no later than twenty (20) days after examinee's receipt of exam results indicating that you have not passed one or more sections of the exam:

**Maria Bishop, CCLS, Chairman  
CCLS Certifying Board  
3191 Rohrer Drive  
Lafayette, CA 94549**

Requests for a CCLS Exam Review will be processed upon receipt. There is no fee for the Request for CCLS® Exam Review.

The test and answers for those sections of the CCLS® examination which you did not pass will be made available by the review coordinator. You will only be allowed to review the questions you answered incorrectly.

If you have any questions after your review, you may contact the CCLS Certifying Board Chairman to discuss them. If the CCLS Certifying Board Chairman cannot answer because of CCLS Certifying Board policy, you will be so notified.

<b>Name:</b> _____
<b>Mailing Address:</b> _____
<b>Email:</b> _____
<b>Phone (Day):</b> _____ <b>Phone (Evening):</b> _____
<b>Exam Date:</b> _____

I have read and understand the CCLS Certifying Board's policy listed above relating to exam reviews.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature