CCLS ON-LINE STUDY GROUP

June 19, 2025 – September 4, 2025

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

Lectures and materials will be posted by no later than 7 p.m. on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the class.

Individual modules are available for purchase for each section covered.

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

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 now have the option to include the ***Law Office Procedures Manual (LOPM) in their registration (see below for pricing).*** The other reading materials, such as ***The California Style Manual* (4th Ed.), *The Redbook by Bryan A. Garner*, and *Pocket Guide to Legal Ethics,*** (*available on Amazon.com*) are required NO LATER THAN the start of class: Students are also encouraged to have the CCLS Study Guide.

For full information, please go to LPI's website here:
Events Calendar - Legal Professionals, Inc. - LPI : Legal Professionals, Inc. – LPI (legalprofessionalsinc.org)

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

REGISTRATION FEES:

10-Week Study Group (*without the Law Office Procedures Manual)*:

First time participation:	$100 Members	$150 Non-Member
Subsequent participation:	$ 50 Members	$ 75 Non-Members

10-Week Study Group (*including the Law Office Procedures Manual)*:

First time participation:	$219 Members	$269 Non-Member

****REGISTRATION MUST BE RECEIVED BY JUNE 5, 2025, IN ORDER TO RECEIVE THE LAW OFFICE PROCEDURES MANUAL PRIOR TO THE START OF THE CLASS**

Individual Modules: ($15 each Members; $25 each Non-Members)

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

DEADLINE TO REGISTER (*no LOPM*) IS JUNE 16, 2025. NO REFUNDS AFTER JULY 11, 2025

If you have any questions, please contact Vivian Shreve, CCLS, cclschair@legalprofessionalsinc.org.