



California Certified Legal Secretary
A Program of LPI®



APPLICATION FOR CCLS RECERTIFICATION

Mail Application for Recertification and fees of \$40 payable to "LPI"
to the following address:

Sally Butterworth, CCLS
895 Rushings Trace
Alpine, CA 91901

Email: ccls.cbm4@legalprofessionalsinc.org

Name: _____	
Home Mailing Address: _____	
Last 4 digits of SSN: _____	Email: _____
Phone (Day): _____	Phone (Evening): _____
LPI Member: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Local LPI Association: _____	

Recertification Fees
(Select Payment Type)

Check
Payable to "LPI"
Mail to above address

Stripe
Email Application to
ccls.cbm4@legalprofessionalsinc.org
Payment link will be provided by email.

- I have completed the required 15 hours of continuing education during a three-year period. Certificates of attendance for the recertification period are attached or have previously been provided to the Certifying Board.
- I retired from the legal secretary profession, effective _____. I certify that I no longer perform duties required of a legal secretary. (No fees are due.)
- I am retired as of _____, but wish to keep my CCLS active. I have completed the required 15 hours of continuing education during a three-year period. Certificates of attendance for the recertification period are attached. (Include a \$25 renewal fee.)
- I am a member of the California State Bar effective _____. (No fees are due.)

I have reviewed the "CCLS Standards for Recertification" and have complied with the recertification requirements outlined in it.

Date: _____
Applicant Signature _____

Space below for CCLS® Certifying Board use only.

Date Certified: _____

Recertified: _____

Expiration Date _____