



California Certified Legal
Secretary
A Program of LPI®



APPLICATION TO RETAKE CCLS® EXAM

If you are eligible to take one or more sections of the California Certified Legal Secretary Examination on September 21, 2024, mail Application with fees to:
Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549

mbishopccls@hotmail.com

EXAM DATE: SEPTEMBER 21, 2024
DEADLINE TO APPLY (w/o late fees): JULY 21, 2024

- **Deadline:** Applications must be received sixty (60) days prior to the examination date.
- **Retake Fees:** The retake fee is the same regardless of the number of sections which must be retaken. All un-passed sections must be retaken at the same time and must be passed within six (6) consecutive test cycles of the first sitting for the initial examination.

RETAKE FEES PAYABLE TO "LPI" (subject to change without notice)

<u>LPI Members</u>	<u>Non-LPI Members</u>
Retake Fee \$60	Retake Fee \$70
Late Fee (if applicable) \$45	Late Fee (if applicable) \$45

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

Phone (Day): _____ Phone (Evening): _____

LSI Member: Yes (*enclose copy of LSI Membership Card*) No

Name of Local LPI Association: _____

Exam Information

Initial Exam Date: _____ Last Re-Take Date: _____

Check appropriate section(s) to be retaken:

Legal Terminology

Skills

Ability to Communicate Effectively _____ California Legal Procedure

Reasoning and Ethics _____ Legal Computations

Law Office Administration

I certify that I have completed this application truthfully. I understand that a false statement may result in the rejection of this application or revocation of my certification. I understand and agree that the contents of the examination are confidential and not to be discussed with anyone.

Date:

Applicant Signature