

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 PayPal)
- Electronic submission to cclsrecertification@gmail.com
- Paper submission to:
CCLS Recertification Chair
Brenda Bracy, CCLS
P.O. Box 938
Galt, CA 95632

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