



**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 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, CCLS Certifying Board
3191 Rohrer Drive
Lafayette, CA 94549

Requests for a CCLS Exam Review will be processed after the twenty (20) day deadline has passed. There is no fee for the Request for CCLS® Exam Review.

Review of CCLS® examinations will be conducted at times and places convenient for the Certifying Board member coordinating the review, although reasonable efforts will be made to accommodate exam reviewers.

The test and answers for those sections of the CCLS® examination which you did not pass will be printed by the review coordinator. You will have (90) minutes to complete your review of all sections which you did not pass. You will **not** be allowed to review any section of the test you did pass.

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

Name: _____
Mailing Address: _____
Last 4 digits of SSN: Email: _____
Phone (Day): _____ **Phone (Evening):** _____
Exam Date: _____

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

Date: _____
Signature _____