



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 this Application with fees to:
Maria Bishop, CCLS, 3191 Rohrer Drive, Lafayette, CA 94549

Email: mebcccls@gmail.com

EXAM DATE: MARCH 15, 2025

DEADLINE TO APPLY (w/o late fees): JANUARY 14, 2025

- **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)

Stripe (an Invoice will be sent to you) **Check mailed to: 3191 Rohrer Drive, Lafayette, CA 94549**

LPI Members	Non-LPI Members
Retake Fee \$70	Retake Fee \$80
Late Fee (if applicable) \$45	Late Fee (if applicable) \$45

Personal Information

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

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

LPI Member: Yes (enclose copy of LPI Membership Card) No

Name of Local LPI Association: _____

Exam Information

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

Check appropriate section(s) to be retaken:

- | | |
|--|---|
| <input type="checkbox"/> Legal Terminology | <input type="checkbox"/> Skills |
| <input type="checkbox"/> Ability to Communicate | <input type="checkbox"/> California Legal Procedure |
| <input type="checkbox"/> Reasoning and Ethics | <input type="checkbox"/> Legal Computations |
| <input type="checkbox"/> 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: _____