



# Santa Clara County Legal Professionals Association

[www.sccolpa.org](http://www.sccolpa.org)

*a member of Legal Secretaries, Incorporated*

## CALIFORNIA CERTIFIED LEGAL SECRETARY (“CCLS”) STUDY GROUP REGISTRATION

### Why Should You Take the CCLS Exam?

- ❖ We all have our own reasons for taking the CCLS exam. Reasons might include proving to yourself or your employer that you can do it, or it’s just another challenge to conquer, or your employer may recognize you with a raise and/or bonus for passing the exam. Certification is achieved by passing a comprehensive examination.
- ❖ The CCLS exam is an 8-hour exam given twice a year (March and October), and tests your knowledge in the following areas: California Legal Procedures (including litigation, business, probate, family and real estate), Legal Terminology, Legal Computations (calendar, math and light bookkeeping), Ability to Communicate Effectively (grammar, punctuation, etc.), Skills, Reasoning & Ethics, and Law Office Administration.
- ❖ Don’t have time to study? SCCoLPA is sponsoring a study group for the exam. The study group meets once a week, and as the exam draws nearer, can meet more often if necessary. You can fit study time in just about anywhere – an extra 10 minutes every morning before leaving for work, on the train or bus, lunchtime – anywhere you can find the time.
- ❖ The books are expensive, and the exam fee is not cheap. However, SCCoLPA keeps a set of exam materials and will loan them to examinees to use while studying for the exam. Many CCLSes will also loan their materials to examinees. In some cases, your employer may already have some of the materials you will need to study. Your employer may even pay for your exam fees!
- ❖ CCLSes are required to complete 15 hours of continuing education credits every three years. If you attend SCCoLPA dinner meetings where MCLE is being provided, you will have completed your CLE requirements in no time. You can also obtain credits by attending programs approved for MCLE by the State Bar, or through self-study.

For additional information, contact Elise Dresser, CCLS

[edresser@newtonremmel.com](mailto:edresser@newtonremmel.com) or (408) 375-4437

Further information can be found on the LSI website, [www.lsi.org](http://www.lsi.org).

\*\*\*\*\*

Classes will be held on Saturday mornings from 10:00 am to 12:00 pm

Location: TBD

October 23, 2010 through March 12, 2011

Deadline to Register: October 15, 2010

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

*Please return completed forms to Elise Dresser, CCLS at [edresser@newtonremmel.com](mailto:edresser@newtonremmel.com) or fax to (650) 967-5800.*