



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015

(Select one)
Northern California Saturday, September 16, 2017
Southern California Saturday, March 17, 2018

- Deadline: Applications must be received 60 days prior to the examination date.
Late Application: Late Fees apply when Applications are received less than 60 days (but not less than 30 days) prior to the examination date, and accepted only if space is available.
Deferral: Requests to defer to the next exam must be received at least 30 days prior to the exam date.

Table with 2 columns: LSI Members and Non-LSI Members. Rows include On Time Registration Fee, Examination Fee\*, Late Fee (if applicable), and TOTAL DUE w/o Late Fee. Payment options: Check (Payable to "LSI") and PayPal (Email exam application to CCLSCertifyingBoard@gmail.com).

Personal Information

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 LSI Association:

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.
Position: Dates of Employment:
Employer: (name and address)
Supervisor: Supervisor's Phone:
Supervisor's Email:
Summary of Duties:

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, and that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Date:
Applicant Signature

\*Fees subject to change without notice.
Rev. February 2017