



*California Certified Legal Secretary* A Program of LPI®



# CERTIFICATE OF COMPLETION OF SELF-STUDY CONTINUING EDUCATION

Retain this form **and submit a copy** to the CCLS Certifying Board, together with an Application for Recertification, and the recertification fee no later than the date on which your current certification expires.

I certify that I have completed the self-study continuing education as described in the “Standards for Recertification,” and copied (in part) below, and am entitled to receive CCLS® certification credit:

**Credit Hours for Self-Study Audio/Video Tapes and MCLE-Approved Webinars.** CCLS recertification credit may be obtained through self-study by listening to audio or watching videotaped legal education courses approved by The State Bar of California for MCLE credit, including those sponsored by LPI and/or its affiliated associations (LPI’s member associations). Such credit hours shall not exceed 5 credit hours in any recertification period. All restrictions concerning credit hours apply to audio, videotape, or web instruction.

Provider Santa Clara County Legal Professionals Association  
Name: \_\_\_\_\_  
Title of Diversity and Inclusion: What Every Employee Should Know  
Program: \_\_\_\_\_  
Program Length 1.0 Program Code 20210309VSH

Audio Presentation  Video Presentation

By signing below, I certify that I participated in the activity described above and am entitled to claim the CCLS® certification credit hours.

Date Completed: \_\_\_\_\_ [Signature]

Signature of Provider/Supervising Attorney: Vivian L. Shreve, CCLS

[Signature]  
Name: Vivian L. Shreve, CCLS

# CERTIFICATE OF ATTENDANCE FOR CALIFORNIA MCLE

## Top portion of form to be completed by the Provider

It is preferred that the form is pre-printed with the attendees name and bar number.

Provider Name: Legal Professionals, Incorporated

Provider Number: 1114

Title of Activity: Diversity & Inclusion: What Every Employee Should Know

Date(s) of Activity: March 9, 2021

Time of Activity: 6:00 - 7:30 p.m.

Location of Activity (City/State): San Jose, CA (via Zoom)

This Activity qualifies for: Participatory  Self-Study

Total California MCLE Credit Hours for the above activity: 1.0, including the following sub-field credits:

- Legal Ethics: \_\_\_\_\_
- Recognition and Elimination of Bias: \_\_\_\_\_
- Competence Issues: \_\_\_\_\_

## Bottom portion of form to be completed by the Attorney after participation in the above-referenced activity

By signing below, I certify that I participated in all, or some\*, of the activity described above and am therefore entitled to claim the following California MCLE credit hours:

Total California MCLE Credit Hours: \_\_\_\_\_, including the following sub-field credits:

- Legal Ethics: \_\_\_\_\_
- Recognition and Elimination of Bias: \_\_\_\_\_
- Competence Issues: \_\_\_\_\_

*(You may not claim credit for the subfields above unless the provider is granting credit in those areas above.)*

Print Your Name (clearly): \_\_\_\_\_

Your California State Bar Number: \_\_\_\_\_

Signature: \_\_\_\_\_

\* partial participation hours must be pro-rated