



California Certified Legal Secretary
A Program of LPI®



CERTIFICATE FOR INSTRUCTIONAL CREDIT HOURS

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, \_\_\_\_\_, declare as follows:

I was the instructor (or one of the panel members) for a program sponsored by my local association (or by another State Bar approved MCLE provider) for which I desire to receive CCLS® certification credit. The program was educational in nature and focused on substantive law and/or the duties of legal support staff.

I have attached my instructional outline for the program or the table of contents from the program handout, together with a copy of the material(s) used to promote the program.

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

Total Instructional Hours \_\_\_\_\_

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

VERIFICATION BY SPONSORING ORGANIZATION

This will serve as verification that the above-named individual served as the instructor (or one of the panel members) for the following educational program sponsored by this organization. If the program was one hour or more, substantive handouts were provided.

Sponsoring Organization: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Date/Time of Program: \_\_\_\_\_

Instructional Hours: \_\_\_\_\_

Organization's Representative's Signature (above)

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

Phone: \_\_\_\_\_

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

Space below for CCLS® Certifying Board use only.

Date Received: \_\_\_\_\_ Reviewed \_\_\_\_\_

Notice sent: \_\_\_\_\_

Actual Program Hour(s) \_\_\_\_\_

Allowed Recertification Hour(s) \_\_\_\_\_

Approved MCLE Provider

Educational

Substantive law or secretarial science

Handout (if more than one hour)