



TERRIE QUINTON, CCLS has been the LSI CCLS Chair from 2012 - present.



ELISE DRESSER, CCLS has been a member of the CCLS Certifying Board since 2010. She was the CCLS Certifying Board Chairman from 2014-2015 and is now serving a six-month term as CCLS Certifying Board Chairman.

CCLS PROGRAM UPDATES

BY TERRIE QUINTON, CCLS, LSI CCLS CHAIR AND ELISE DRESSER, CCLS, CHAIR OF THE CCLS CERTIFYING BOARD

CHANGES TO THE EXAM

Historically, the CCLS exams were administered in March and October each year. Starting in 2017, the CCLS exams will be conducted annually in March and September. The examinations are given generally on the third Saturday of the month. The next CCLS exam is scheduled for September 16, 2017.

RECERTIFICATION

The Standards for Recertification may be revised and posted on the LSI website at any time. While notice is usually given through CCLS directives and/or reports, it is best practice to check the LSI website and review the Standards sufficiently before submitting your Application for Recertification to ensure you meet the guidelines.

The most common questions that come up during the recertification process include the following:

1. When is a substantive handout required? The requirement for a substantive handout has been revised. A substantive handout is now required for all programs lasting more than 1 hour. If a program is 1 hour, no handout is required. If the program lasts longer than 1 hour, a substantive handout is required. If no substantive handout is provided, the Certifying Board may reduce the credit hours to 1 hour.
2. Do webinars count toward self-study credit? As more and more webinars are being offered as a form of obtaining continuing education credit, they have been included as an option for self-study. Remember, you are only allowed 5 credit hours of self-study within any recertification period. The same requirements for handouts apply to self-study.
3. What programs qualify as continuing education credit? To count as credit, educational programs must focus on the duties of legal support staff. Of the 15 hours, no more than 6 will be allowed for education regarding administrative and/or mechanical functions performed by legal support staff, and of those 6, no more than 2 hours shall be allowed for educational courses where the topics are not unique to work done by legal support staff (i.e., notary – as notarial work is not solely performed by legal support staff).

Applications for Recertification may now be submitted online in electronic format. The CCLS Certifying Board no longer requires original certificates of attendance. Payment of recertification fees may be completed via PayPal/credit card upon request.

When submitting MCLE certificates for CCLS recertification credit, your supervising attorney or the approved provider must sign the certificate. If the supervising attorney or approved provider does not sign the certificate, the credits will be rejected. You may not sign your own certificate.

When sending in your Application for Recertification, do not send it too far in advance of your recertification period. The members of the Certifying Board are busy preparing for the upcoming CCLS Exam each February and August. To make it easier for the Recertification Chair to do what is necessary to prepare for the exam, please do not send in your Applications for Recertification until March 1 or September 1/October 1. This is plenty of time for the Chair to review your Application and certificates and notify you of any questions they may have. Do NOT send in your Application for Recertification before your recertification period (i.e., do not send in your Application in March if you recertify in September or October). If you have any questions about when your recertification is due, contact the Certifying Board Chair.

We all want to make sure our Application for Recertification is received by the Certifying Board. But please do NOT send your Application using a method that requires a signature to the Post Office Box. If you would like to send your Application via certified mail or overnight mail requiring a signature, please contact the Certifying Board Chair or Recertification Chair to obtain an alternate address.

OTHER CCLS NEWS

Look for information coming soon about how your association may be able to win an exam fee waiver. More details will be provided in a future CCLS Directive.