



# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION TO DEFER CCLS® EXAM TO NEXT SCHEDULED EXAM DATE

If you are currently registered to sit for the CCLS examination, you may defer taking the test to the **next** scheduled examination date, **March 16, 2013**. Please complete and mail this form to the following address with your deferral fee check payable to **LSI** for **\$30** to preserve your place:

CCLS Certifying Board  
24740 Oro Valley Road  
Auburn, CA 95602

Please remember that the date to which you are allowed to defer your taking of the test is the next scheduled examination. For example, if you are registered to take the test in October, you may submit an application and pay the deferral fee so that you may sit for the examination the following March. If you fail to submit the deferral application and pay the fee by the due date, you will be required to reapply for the examination and to pay the registration and examination fees before you will be allowed to sit for the examination. All previously-paid fees will be forfeited.

***\*The completed deferral application and deferral fee must be received by the Certifying Board prior to commencement of the exam you were scheduled to take.***

**Choose location:**

\_\_\_\_\_ Northern California  
or  
\_\_\_\_\_ Southern California

**I am currently registered for the exam on:**

Saturday, October 20, 2012

*I hereby acknowledge that I have read and understand Section H of the CCLS Information Kit which is posted on the LSI website.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**NAME:** \_\_\_\_\_

**LAST 4 DIGITS OF SSN** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**E-MAIL(s):** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_