



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



REQUEST FOR EXTENSION OF TIME TO SUBMIT APPLICATION FOR RECERTIFICATION

If you are currently scheduled to apply for recertification and would like an extension of time, please complete this form and send to:

Recertification Coordinator
CCLS Certifying Board
P. O. Box 391626,
Mountain View, CA 94039-1626

I hereby request an extension of _____ (not to exceed six months) to submit my application for recertification for the following reason(s):

Signature: _____
Name: _____
Address: _____

Telephone: _____
e-mail: _____

Please note that if your request is granted, your recertification application may be submitted any time between the date the extension is granted up to and including the end of the extended period. Your next recertification period will begin on the day after the date appearing on your recertification application and will extend to your next regularly scheduled recertification date (which means that you will need 15 hours of approved continuing legal education during that time frame). Since future recertification dates are not changed as a result of the extension, the Board strongly urges you to submit your recertification application as soon as possible, to maximize the time available to complete the continuing education requirement for your next recertification period.

Upon receipt of this request, confirmation of the granting of the extension will be provided via e-mail at the earliest possible date.

Space below for CCLS® Certifying Board use only.

Request for extension received: _____
Extension granted to: _____
Confirmation to applicant: _____