



California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



CERTIFICATION FOR INSTRUCTIONAL CREDIT HOURS

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.

Executed under penalty of perjury under the laws of the state of California on this _____ day of _____, 20____.

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. Substantive handouts were provided to the program participants if the length of the program was one hour or more.

Date(s) of program: _____

Actual time of program: _____ Actual length of program (excluding meals): _____

Name of sponsoring organization Signature of authorized agent

Contact number: _____ Title: _____

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

Space below for CCLS® Certifying Board use only. _____

Received: _____ Reviewed: _____ Notice sent: _____

Actual program hours: _____ Allowed recertification hours: _____

- Approved MCLE provider Educational
- Substantive law or Secretarial science Handout (if one hour or more)