

Certified Legal Manager (CLM)<sup>®</sup>



# RECERTIFICATION GUIDELINES



## Recertification Guidelines and Fees

### Term of Certification

The term of certification is three (3) years based on the designated anniversary date and each recertification period is also for three (3) years.

Your anniversary date will be either:

1. June 30 or November 30, whichever is closer to the actual date the exam was taken and passed.
2. Spring exam dates will have June 30 anniversary dates.
3. Fall exam dates will have November 30 anniversary dates.
4. **All recertification education must fall within the anniversary dates. Example:**  
Your next recertification is June 30, 2018. Only education earned between your last anniversary date of June 30, 2015 and your current anniversary date of June 30, 2018 will count towards your current recertification.

### Application Submissions

1. Applications may be submitted online at [alanet.org/clm/recertify.aspx](http://alanet.org/clm/recertify.aspx), emailed to [certification@alanet.org](mailto:certification@alanet.org) or mailed to the CLM Certification Center, Association of Legal Administrators, 8600 W. Bryn Mawr Ave., Ste 400N, Chicago, IL 60631.
2. Applications must be submitted or postmarked by the application deadline.

### Maintaining Certification

**In order to maintain the CLM designation, a Certified Legal Manager must:**

Pay an annual maintenance fee yearly on November 1 except in the year you recertify. Annual fees are subject to change.

Apply for recertification every three (3) years, and pay a recertification fee.

Complete the educational requirements for recertification.

All certified legal managers are eligible to recertify. A certified legal manager does NOT have to be currently working in the legal industry to recertify his or her CLM designation.

Applications for recertification will not be accepted if submitted or postmarked after the established anniversary date deadline.

**NOTE:** Individuals may not refer to themselves as a Certified Legal Manager or CLM if they are not a current CLM by maintaining their designation and recertifying by the deadline.

CLM Maintenance and Recertification fees	
CLM Maintenance Fee	CLM Recertification Fee
<b>\$59</b> Due annually by November 1 except in the year in which you recertify.	<b>\$189</b> Due every 3 years. See Recertification Guidelines.

**CLM Recertification Fees and Applications can be submitted online at [alanet.org/certification](http://alanet.org/certification) under "Online Applications".**

### Education Requirements

**To demonstrate that a Certified Legal Manager has maintained his or her knowledge, skills and abilities, you are required to:**

1. Apply for recertification every three (3) years based on the designated anniversary date.
2. Provide evidence of having completed a total of 36 hours of course work during the prior three years including a minimum of three (3) hours in each of the following subject areas:
  - Communication and Organizational Management
  - Financial Management
  - Human Resources Management
  - Operations Management
  - Legal Industry/Business Management
3. As part of the total 36 hours, you must complete:
  - A minimum of 1 hour in business ethics
  - A minimum of 1 hour in substance abuse

### Earn CE Credit

Members and nonmembers can read the article, then log in to take a test (members pay \$49; nonmembers pay \$69). If you pass with at least 70 percent, you will earn one CE credit hour. The goal is to help CLMs get the credits they need for recertification, but it will also count toward SHRM, HRCI or CPE credit. Click here to start.

**NOTE:** Substance Abuse and Business Ethics hours are part of the 36 hours of course work requirement. However, the minimum one hour each of Ethics and Substance Abuse can not be counted twice. For example, one hour of Substance Abuse, while likely an HR course, can not be counted towards the three hours needed to fulfill the HR requirement.

## Credit for Teaching

Of the thirty-six (36) hours, a maximum of four (4) hours credit can be teaching a course. This credit is for contact time only, and credit will not be given for course preparation or for presenting the same course more than once.

## Credit for Self-Study and Passive Learning Experiences

Of the thirty-six (36) hours, a maximum of twelve (12) hours of credit can be earned from:

3. Interactive, technology-based self-study program OR
4. Passive learning experiences such as video conferences or webcasts OR
5. A combination of interactive, technology-based self-study programs and passive learning experience

All education program must meet the criteria shown on p.5 of this packet.

*"Bottom line, I was selected for the position because the partners had confidence in my abilities as a Certified Legal Manager. The firm heard about the CLM program and decided when placing the ad, they wanted one to help them take it to the next level."*

**Eric Hightower, CLM, SPHR**

*Director of Administration*

*Davis Agnor Rapaport & Skalny, LLC  
Columbia, Maryland*



## CLM Retired Status

Current CLMs in good standing who are fully retired from the legal industry but wish to retain their connection to the CLM community, may apply for the “CLM (Ret.)” designation.

### Eligibility Requirements

To be eligible for CLM (Ret.) status applicants must:

- Be a current CLM in good standing at the time of application.
- Have recertified at least once.
- Be fully retired from the legal industry.
- Be deriving less than 25% of income from any work activities, including consulting or freelancing.
- Submit a qualifying application accompanied by a one-time non-refundable \$99 retired status fee.

### Continuing Requirements

- CLM (Ret.) designees are subject to the same code of conduct and same disciplinary actions as CLMs.
- CLM (Ret.) designees must remain fully retired from the legal industry and derive less than 25% of income from any work activities, including consulting or freelancing.
- CLM (Ret.) designees must notify ALA headquarters at **[certification@alanet.org](mailto:certification@alanet.org)** of any change in employment circumstances that would render the individual ineligible for CLM (Ret.) status, e.g. return to work activities that produce 25% or more of income, including consulting, or to working within the legal industry.

### Rights and Privileges

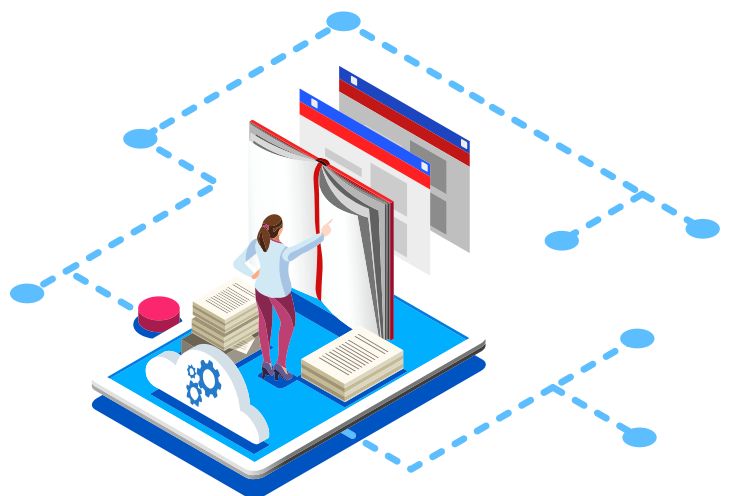
Individuals granted CLM (Ret.) status may use CLM (Ret.) after their name, on social media, in correspondence, publications, speaking engagements and other public mentions to indicate their status as a Certified Legal Manager at the time of their retirement. CLM (Ret.) designees may not use the CLM designation without the (Ret.) suffix, and may not portray themselves as a current CLM.

### Reactivation to CLM Status

Individuals who become CLM (Ret.) have the following options to reactivate their CLM designation:

1. If the application for CLM reactivation is made within three years of the last date of being a CLM in good standing, the individual must submit the required number of hours to recertify to reactivate their CLM, i.e., they must follow all the Recertification criteria as stated in the Recertification Guidelines to maintain their CLM designation.
2. If more than three years has passed since the last date of being a CLM in good standing, or if the requirements to reactivate are not met, the individual must reapply for the examination by meeting all employment, experience and educational requirements as described in the CLM Information/Application Packet, and achieve a passing examination score.

*CLMs are encouraged to think carefully and wisely before changing to CLM (Ret.) status. CLMs are encouraged to maintain active CLM status by regularly recertifying if they are not sure they will remain fully retired from the legal industry.*



The CLM (Ret.) designation is for current CLMs in good standing who are fully retired from the legal industry but wish to retain their connection to the CLM community.

Individuals granted CLM (Ret.) status may use CLM (Ret.) after their name, in correspondence, publications, speaking engagements and other public mentions to indicate their status as a Certified Legal Manager at the time of their retirement from the legal industry. CLM (Ret.) designees may not use the CLM designation without the (Ret.) suffix, and may not portray themselves as a current CLM.

## Eligibility Requirements

To be eligible for the CLM (Ret.) applicants must:

- Be a current CLM in good standing at the time of their retirement from the legal industry.
- Have recertified at least once.
- Be deriving less than 25% of income from any work activities, including consulting or freelancing.
- Submit this application accompanied by a one-time non-refundable \$99 retired status fee.

## CLM Reactivation

Individuals who become CLM (Ret.) have the following options to reactivate their CLM status:

1. If the application for CLM reactivation is made within three years of the last date of being a CLM in good standing, the individual must submit the required number of hours to recertify to reactivate their CLM, i.e., they must follow all the Recertification criteria as stated in the Recertification Guidelines to maintain their CLM.
2. If more than three years has passed since the last date of being a CLM in good standing, or if the requirements to reactivate are not met, the individual must reapply for the examination by meeting all employment, experience and educational requirements as described in the CLM Information/Application Packet, and achieve a passing examination score.

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**Please initial each page and mail, fax, or e-mail a pdf of your completed application to:**

**Mail:**

**Association of Legal Administrators  
Attention: CLM Certification Center  
8600 W Bryn Mawr Ave, Ste 400N  
Chicago, IL 60631-3512**

**Fax:** 847-267-1252 / **E-mail:** [certification@alanet.org](mailto:certification@alanet.org)

There is no membership requirement to apply for the CLM (Ret.) designation and ALA members and nonmembers will be evaluated equally on this application. The CLM Program does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability. For further assistance, contact CLM staff at [certification@alanet.org](mailto:certification@alanet.org).

Please initial each page before submitting completed application. \_\_\_\_\_

**SECTION 1: APPLICANT INFORMATION**

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Applicant Name

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ALA Member Number

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Address

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City/State/Zip

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Phone

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E-mail

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Date of last CLM renewal**SECTION 2: APPLICANT STATUS**

I am fully retired from the legal industry (Skip to Section 3)

I am earning less than 25% of income from all work activities including consulting or freelancing.

If you are employed, please fill out the following:

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Title of Present Position

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Organization

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Address

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City/State/Zip

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Phone**SECTION 3: PAYMENT**

**The application fee is \$99**

Payment type: ☐ Check Enclosed

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

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Cardholder Name

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Credit Card Account #

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Expiration Date

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Zip Code of Billing Address

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Signature**SECTION 4: ATTESTATION**

In submitting this application, I fully understand that it is an application only and does not guarantee retired status. I further understand and, by my signature, attest that I endorse the goals of the ALA Code of Professional Responsibility. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application.

I understand that ALA reserves the right to revise or update this application and ALA's Code of Professional Responsibility, and that it is my responsibility to be aware of these current requirements. I further understand that I am obligated to inform CLM Staff at ***certification@alanet.org*** of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide any requested documentation in connection with this application.

I understand that if I am granted the CLM (Ret.) designation following acceptance of this application, such designation does not constitute a warranty or guarantee of my fitness or competency to practice as a legal executive. If I am granted the CLM (Ret.) designation, I authorize ALA to include my name in a list of certified individuals and agree to use the CLM (Ret.) designation and related trade names, trademarks, and logos only as permitted by CLM policies.

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Applicant Signature:

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Date:

Please initial each page before submitting completed application. \_\_\_\_\_



8600 W. Bryn Mawr Ave., Ste 400N  
Chicago, IL 60631

[alanet.org/clm](http://alanet.org/clm)

STAY CONNECTED WITH ALA:

 [alanet.org/facebook](http://alanet.org/facebook)  [alanet.org/linkedin](http://alanet.org/linkedin)  [@ALABuzz](https://twitter.com/ALABuzz)  [community.alanet.org](http://community.alanet.org)