

Step 6: Important Exam Policies

Maximum Time Period to Take the Exam

The CLM exam is administered online twice per year. Candidates must take their initial and all retake and rescheduled exams within 48 months from the date of their initial application. Thereafter, candidates must submit a new application with full fees.

Reschedule Policy

1. Exams may be rescheduled by request to certification@alanet.org before the stated application deadline and exam be within 48 months of the date of your initial application.
2. There is a \$150 fee to reschedule.

Retake Policy

1. Candidates who fail the examination are allowed to retake the examination two (2) times within 48 months of their initial applications.
2. The fee for the second and third examinations is \$250 each.
3. Candidates who wish to schedule an examination retake should contact certification@alanet.org. They will be asked to pay the \$250 exam fee, and provide a letter of intent and a copy of their exam stats report.

Re-Application Policy

After the third failed examination, or after four years from the first exam, the candidate who wishes to retake the examination will be required to reapply for the examination, meeting all employment, experience and education requirements as described on pages 4-5, including:

1. New educational documentation
2. Full certification application and examination fees

Refund Policy

1. If your application is not accepted, you will be refunded the Examination Fee less a \$150 processing fee.
2. All other fees submitted for services are nonrefundable, including rescheduling and retake fees.

Requests for refund of the Examination Fee (minus the \$150 processing fee) must be emailed to the CLM certification center at certification@alanet.org. Each request must contain the applicant's full name, mailing address and test date. Refunds will be made only to the individual or organization that paid the exam fee. If the refund is to be payable to an organization, the organization's tax identification number must be provided. Refunds will be mailed approximately four to six weeks after the written refund request is received.

Exam Accommodations

ALA's certification examination complies with the Americans With Disabilities Act regulations governing both facilities and administration. Applicants requiring special arrangements because of a disability must contact the CLM Certification Center at certification@alanet.org as soon as possible before the exam date.

Policy Statement

Persons designated as Certified Legal Manager are experienced administrators who have demonstrated knowledge of legal administration through successful completion of required coursework and passing an examination. The Association of Legal Administrators, its officers, directors and members do not guarantee or endorse the competence or character of persons who receive the designation of CLM.

All published application deadlines apply to applicants requesting special arrangements because of a disability. There is no additional fee for accommodation for applicants with disabilities.