

sessions in a three-year period will be permitted. If both sections are not passed within three years, the applicant must reapply to take the full examination.

Testing Centers. The locations will be announced by the Certifying Board.

Taking the Specialty Area Examination

When. The specialty area examination will be offered at least once each year. The application, supporting documents, and required fee must be received by the published dates.

Fees. The fee for the specialty area examination is \$75 for members and \$125 for non-members. The retake fee for the general section is \$10 for members and \$20 for non-members. The retake fee for the specialty area section is \$30 for members and \$60 for non-members. (Fee reduction given for additional certifications.)

Application Approval and Admission Documents. An acknowledgment and approval of an application will be mailed to the applicant. The Certifying Board will send the applicant the admission documents to the testing center location, and these documents must be presented at the testing center before an applicant will be seated for the exam.

Examination Structure. The specialty area examination consists of multiple choice and true/false questions.

FOR MORE INFORMATION, PLEASE CONTACT:

FALSS Association Headquarters
Attn: Certifying Board
Post Office Box 161390
Altamonte Springs, FL 32716-1390

Florida Association of Legal Support Specialists, Inc.
Attn.: Certifying Board
Post Office Box 161390
Altamonte Springs, FL 32716-1390

FLORIDA ASSOCIATION OF LEGAL SUPPORT SPECIALISTS, INC.

BOARD CERTIFICATION PROGRAM



www.falss.org



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FALSS HISTORY

On January 16, 1998, the Florida Association of Legal Specialists, Inc. was incorporated in Tallahassee, Florida. The home base for the association is currently Orlando, Florida. However, there is no one person who can take credit for all that went into the formation of this Association. This Association was born after many hours of meetings with prospective members around the state of Florida. There was great debate about what a new Association entails and whether a new Association was warranted. With an overwhelming voice of affirmation, a large group of legal support specialists banded together and made that step to form a new Association that is member oriented and is built upon the premise that each member has a vote on issues regarding governance. The name of the Association was subsequently changed in the summer of 1998 to the Florida Association of Legal Support Specialists, Inc. (FALSS).

The Association is governed by a Board of Directors that includes the following: President, President-Elect, Vice President, Secretary, Treasurer, Chapter Liaison, Director of Education, Director of Marketing, and Parliamentarian. Meetings are scheduled throughout the state of Florida once each quarter. Members enjoy legal education seminars and networking sessions.

Membership is on an annual basis and is open to anyone interested in the legal profession.

MISSION STATEMENT

The mission of the Florida Association of Legal Support Specialists, Inc., (FALSS) is to promote and ensure the highest standards of professionalism, competence, and ethical conduct of the legal support specialists.

CODE OF ETHICS

The members and chartered chapters of the Florida Association of Legal Support Specialists, Inc., represent the highest standard

of competence and integrity for legal support staff in the state of Florida.

Through our Association:

We embrace the rules governing privileged communications and confidential information;

We inspire respect for the law and the administration of justice;

We heighten the standards of ethical conduct, education, and training; and

Through association we come to know the strength and empowerment of a high order of achievement.

SPECIALTY AREA EXAMINATIONS INTRODUCTION

One of the primary goals of FALSS is to further the education of its members. In this regard, FALSS developed a Board Certification Program to enhance its members' level of professional excellence by becoming board certified in a specific area of law. By attaining this designation, the members demonstrate their competency through a higher level of achievement.

THE BOARD CERTIFIED SPECIALTY AREA EXAMINATION

Administration. The FALSS Certifying Board was established to develop the Board Certification Program. This Board consists of legal support specialists, attorneys, and educators and is responsible for the content, standards, and administration of the Board Certified Specialty Area Examinations. Updating content and assuring accuracy of the questions and topics used for each specialty area section are ongoing processes of the Certifying Board.

Process of Certification. The Specialty Area Committee is responsible for administering the examination and will announce the dates, sites, and times at each quarterly meeting. The Certifying Board will post the information on the FALSS website: www.falss.org.

Specialty Examination. The four-hour exam tests specialized knowledge of the specialty area as well as communication skills, ethics, exercise of judgment, and general legal knowledge.

Continuing Legal Education and Recertification. The specialty area designation is awarded for a period of five years. The applicant must submit proof of 40 hours of continuing legal education, along with a \$25 recertification fee, in order to maintain the Board Certification designation. These 40 hours must include a minimum of 30 hours in the specialty area in order to maintain certification.

Revocation. The specialty area designation may be revoked for any of the following reasons:

1. Falsifying information on the application.
2. Divulging the contents of any examination question.
3. Failing to meet the continuing legal education requirements.
4. Having been convicted of a felony.

Grading. A passing score is required on each examination section. The Certifying Board will send the results to each applicant within six to eight weeks.

Eligibility Requirements. To be eligible applicants must meet the following criteria. Non-member applicants must also abide by the FALSS Code of Ethics.

1. Be employed in the legal field on a full-time basis or five (5) years, with three (3) years in the specific area of law.
2. Provide verification of experience.
3. Provide evidence of eight (8) hours of continuing education, five (5) of which shall be in the specialty area, prior to making application.
4. Have never been convicted of a felony or, if convicted, civil rights must have been restored.

Retake Policy. There are two sections on the specialty area examination. If an applicant fails a section of the examination, the applicant may retake that section. A maximum of three retake