

**STANDARD PROCEDURES FOR CERTIFICATION PROGRAM**  
**“Certified Bankruptcy Assistant”**

The following information is provided to you by the Association of Bankruptcy Judicial Assistants (“ABJA”) for the Certification Program training. The Certified Bankruptcy Assistant (“CBA”) will be a specialist in this field of expertise. The National Conference of Bankruptcy Judges and American Bankruptcy Institute give their support for this program.

Below are guidelines and information concerning the CBA Educational Seminar:

**What are the Costs?**

**Registration Fee:** The seminar registration fee is generally \$250.00 but is subject to change each year depending on hotel fees and expenses. The fee is determined by the ABJA Conference Committee prior to each seminar. This fee covers the cost of the study guide, the live educational program to prepare you for the examination, and also includes break refreshments on the first two days, and lunch on the last day.

**Examination Fee:** \$149 is for the following: the CBA Application, Rules and Regulations, Process Fee, and Examination Fee.

**What is the application procedure and deadline dates?**

The Application for CBA and supporting documents, if any, must be sent to Ann Virgadamo, Chair of the CLE/CBA Committee for processing prior to the conference. Please submit the application soon after you receive it. The chair usually reviews all applications and will advise applicants immediately whether they are accepted or rejected. Once accepted, the registration will be processed, and the study guide will be mailed to applicant.

**Exam:** There are four sections which include U. S. Bankruptcy Code and Rules, Ethics, Legal Research, and Grammar/Usage/Writing. There are approximately 50 questions per section. The Bankruptcy Code and Rules has 100 questions, which is separated into two exams.

The exam is usually given on the second day (in the afternoon) of the seminar. No one is obligated to take the exam. Examination will consist of multiple choice, matching, and/or true/false questions.

**Time:** The exam will take approximately three to four hours, depending on the individual.

**Grading:** A passing score of 70% is required for each of the examination sections. It is

**a Pass or Fail. See the Rules and Regulations for more information.**

**Seminar:** The scheduling of the CBA seminar(s) is going to vary. All information on the seminars and other information can be obtained through our website at [www.ABJA.org](http://www.ABJA.org), when it becomes available.

You will receive full training (hands-on-workshop). As stated above, the courses will include: Bankruptcy Code and Rules, Grammar/Usage and Writing, Ethics, and Legal Research (*Blue Book* workshop). The speakers and chair of the committee can answer any questions. Applicants will be notified within 4 to 6 weeks if they pass or fail the exam. Upon grading the exams, it takes approximately 4 to 6 weeks for the CBA Certificates to be mailed to the applicants.

**Retake Policy:** An applicant must pass at least three sections at the initial testing. If the applicant passes less than three, the applicant must reapply and retake the full examination. If an applicant passes three or more of the four sections, he or she will need to take only those sections failed. The applicant is allowed to choose which section will be retaken during any testing session. If the applicant does not retake the examination within the two-year period, credit for the passed sections is forfeited, and the applicant must reapply to take the full examination. Please see the Rules and Regulations for instructions.

(Revised 2011)



Past Employer	From-Month/Year	To-Month/Yr.
Address		City/State/Zip
Title (position)	Phone Number	

**B. Other Employment, if not legal.**

Employer	From-Month/Year	To-Month/Yr.
Address		City/State/Zip
Title (position)	Phone Number	

**III. EDUCATION/CERTIFICATIONS:**

**A. COLLEGE/SCHOOLS – Attended, if any:**

<u>Name of College or Law School</u>	<u>From</u>	<u>To</u>	<u>Degree</u>

**B. CERTIFICATIONS, if any:**

**List any certifications (legal or non legal) from different colleges/universities (For example: Paralegal, CLA).**

<b>Subject /Certification Granted</b>	<b>State</b>	<b>Date of Certification</b>

**IV. LIST BANKRUPTCY EXPERIENCE**

A. If it was not included in the above information, please indicate below. The CLE/CBA Committee reserves the right to call the attorney/employer for verification of information provided by the applicant.

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Employer	From-Month/Year	To-Month/Yr.
<hr/>		
Address	City/State/Zip	
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Title (position)	Phone Number	

B. If applicant has worked in the bankruptcy legal field, how long:  
\_\_\_\_\_ Month(s)/year(s)

**V. REFERENCES**

Name one or two (if applicable) bankruptcy attorneys familiar with applicant’s work. The CLE/CBA Committee reserves the right to call the attorney/employer for verification of information provided by the applicant.

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Name	Office Telephone
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Address	City/State/Zip

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Name	Office Telephone
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Address	City/State/Zip

**VI. COVENANTS**

**Written Disclosure.** The Certified Bankruptcy Assistant Program provides a general background in bankruptcy law and writing skills to assist individuals in their jobs as professionals and for work skill enhancement. All requirements for and all benefits to be derived from recognition as a certified bankruptcy assistant and/or a successful graduate of the Program are for use in personal skill enhancement and for development of increased training qualifications for private or public employment in the bankruptcy field.

The Program, its certification, and study guide are not designed or intended to qualify individuals to practice law, sign any legal documents, and/or teach the course materials to anyone else for any purpose.

I have read the Written Disclosure and the Rules and Regulations of the Association of Bankruptcy Judicial Assistants for Certification. I certify that I am fully qualified for certification, and I know of no reason why

I am not entitled to certification.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

- A. I have read the CBA Rules and Regulations, and I certify that I am fully qualified for certification and I know of no reason why I am not entitled to certification. I understand my application may be rejected if it does not meet the requirements outlined in the bylaws and rules and regulations.
- B. I agree to supply all relevant documents, or other information that may be requested from me in the process of the certification application.
- C. In filing this application, I authorize all persons, firms, officers, corporations, associations, educational institutions, organizations, state or federal agencies and instrumentalities, employers, references, business and/or professional associates (past and present) to furnish to the CBA Chair, or any of its authorized personnel, pertinent information that may be needed to be certified.

DATE SIGNED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF JUDGE /BANKRUPTCY ATTORNEY / EMPLOYER  
(as stated above)

(Rev'd 2010)