

INSTRUCTIONS ON 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?

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

Study Guide: The Bankruptcy Certification Study Guide is \$30, but if applicant is registered for CBA seminar, it is included with the registration fee.

The Conference registration fee is determined by the President of the Association. It varies from year-to-year. The fee covers the costs of the instructors who teach the educational program and prepare you for the exam. It also covers miscellaneous costs of the seminar.

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. Ann and the committee will review 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, except for the Bankruptcy Code and Rules, which has over 50 questions.

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.

If you feel that you are not ready to take the exam, you will have an opportunity to take the exam at another time. The Chair of the CLE/CBA Committee for the ABJA will make arrangements with you.

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.

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, 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 will answer any questions. Applicants will be notified within 4 to 6 weeks if they passed or failed 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 examination within the **two-year period**, credit for the passed sections is forfeited, and the applicant must reapply to take the full examination.