

CERTIFICATE OF ATTENDANCE FORM

The following is the Certificate of Attendance form for CBAs to use to request continuing education credit. Print this form, complete it and e-mail it to Ann Virgadamo, at Ann_Virgadamo@laeb.uscourts.gov or fax it to 504-589-7813.

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CERTIFICATE OF ATTENDANCE

As a Certified Bankruptcy Assistant, proof of continuing education must be submitted for CLE/CEU units. This form should be completed, including validation, and submitted with documentation of continuing legal education in accordance with the CBA’s Rules and Regulations Requirements to Maintain Certification.

If this form is being submitted for credit attending a seminar or video conferencing, please complete the spaces below and attach the necessary brochure and documents required under the guidelines. Please complete the section below and attach the necessary documents:

| DATE OF SESSION | SESSION HOURS | SESSION TOPIC (Description and Speakers) | VALIDATION OF Session Attendance (Course information and Seminar official) |
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Print Name of CBA _____ Name of Seminar _____

Signature of CBA _____ Name of Sponsor, if applicable _____

CBA Current Address _____ Name of Representative or Instructor _____

Year and City you took the CBA Exam _____ Date of this Educational Event and Location: _____