

The Road to CLM Certification

2019

The background of the slide is a solid blue color. On the left side, there are several thick, parallel diagonal lines that extend from the top left towards the bottom right. The lines are in shades of blue and orange, creating a dynamic, geometric pattern.

Eligibility Criteria

- Employment
- Education
- Years Experience

Employment

- Currently employed full-time in legal management position

Education

Must attend 2 hours of education in each of the 5 management categories, within 24 months preceding the application:

- Writing Skills – *can be difficult to find courses
- Self Management Skills
- Communication Skills
- Information Technology
- Organizational Development

Seminar Options

- Chapter Mtgs, SHRM, HCW or other brokers
- CLM Webinar Bundle - \$599
 - <http://ala.peachnewmedia.com/store/subscription/subscription-detail.php?subid=1711>

CLM Bundle 2019

Studying for the CLM Exam and need to get your application credits taken care of? This is the perfect bundle for you. At a substantially reduced cost, you can purchase this bundle and satisfy your education requirements at your convenience.

Subscription Information

This Subscription is for ALA members only.

Price: \$599.00

Included Content

Seminar

Cloud Computing 2.0: The Next Wave of Technology for Law Firms
Speak Like a Leader: Communicating with Confidence and Clarity
Part 2: Mapping - Expanding on the Essentials of a Powerful Process Improvement Tool
Part 1: Mapping - the Essentials of a Powerful Process Improvement Tool
Mindful Mentoring
Five Principles of Productive Email
Cyber Liability Insurance - What You Need to Know
Creating Proactive Leadership
Communicating with Impact - Women in the Workplace
Trimming the Fat

Product

Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)
Webinar (Live) + On-Demand (Recording)

Purchase

[Purchase Individual Subscription](#) ➔

Years Experience

- 3 years law firm management experience, and
- Exempt position as a Principal Administrator or Branch Office Administrator
- OR
- Functional Specialist – 3 years of experience and 10 additional CLE hours in areas outside of specialty

Application Deadline(s)

- Application Deadlines
 - 2 months before the test date
 - March 13, 2019 and September 4, 2019
- Test Dates
 - May 13, 2019 and November 4, 2019
- Exam Fee
 - \$529 member / \$629 non member

Create Study Group

- 6 – 9 month study time
- Chapter study groups:
 - Research larger chapters; frequently have study groups
 - Chicago, NY, LA, Cyber
- Buddy system
 - We split up the material
 - Taught each other the material we were responsible for
 - Asked questions, researched answers together
- Every 2 weeks, 2 hour joint study session
- 5-10 hour commitment independently each week
 - We spent at least 5 hours per week on average
- Take vacation the week prior – Study, Study, Study

Focus Areas of Knowledge

- 5 core competencies:
 - Financial Management
 - Human Resources Management
 - Operations Management
 - Legal Industry/Business Management
 - **See handout of Administrator KSAs**

Study Resources

- HR Certification Course thru ALA
 - 2 part series, bundled \$999 for both
 - 6 week instructor lead, online courses, 1 hour sessions
 - Offered twice each year; watch registration deadlines!
- Finance Management Certification Course thru ALA
 - 2 part series, bundled \$999 for both
- Cyber Chapter: \$90 to join
 - https://www.cyberala.org/wp/?page_id=153
 - CLM webinars – signup for mailing list
 - CLM Study Group Recordings, Handouts, Sample Tests

Study Resources – Top 3

- #1 – CLM Study Guide
 - Imperative to your success!
 - Costs \$259 (of which RDU ALA reimburses \$100)
 - Covers each of the core competencies
 - End of Chapter Summary
 - Practice Tests with explanation of answers
- #2 - BIZ Law in a Flash - FREE APP!!
- #3 - Chapter website(s)
 - Chicago – 250 sample test questions

Study Resources

- ABA's Professional Rules of Conduct - FREE
- CLM flash cards
 - Borrow Christine's
- Quinn's Law Firm Accounting, 4th Ed - \$340
 - Borrow Karen's
- Human Resource Management, 13th Ed - \$295
 - Borrow Christine's
- Best Practices in Legal Management - \$139
 - Borrow Karen's

Study Resources

- “The Employer’s Legal Handbook” by NOLO – has all of your State and Federal employment laws - \$40, great everyday resource!
- Tip: Focus on Federal Laws only for the exam
- Tip: Print links to articles mentioned within the Study Guide
- <https://www.alanet.org/education/online-learning/legal-management-e-store/-in-estore/estore/products/clm-study-resources>

The TEST!

- Administered at secure testing site
- 125 questions in 4 hours
- 100 questions are scored
- The other 25 are for validation on future exams

The TEST!

- **Financial Management – 31%**
 - GAAP – 14%, Financial Analysis – 17%
- **Human Resources – 33%**
 - EE Selection – 9%, OD – 5%, Performance Mgmt – 19%
- **Legal Industry/Business Management – 19%**
 - LI – 11%, BM – 8%
- **Operations Management – 17%**
 - Technology – 5%, Operations – 12%

Chapter Reimbursements

- The exam registration fee (currently \$529) upon passing;
- Up to \$100 towards study materials and books; and
- \$90 if you join the Cyber Chapter Online Study Group

Recertification

- 3 hours CLE annually in each core competency area:
 - 36 hours total/essentially 12 hours a year
 - Can obtain 4 hours credit by teaching
 - Can obtain 6 hours from self study
 - *1 hour in both Business Ethics and Substance Abuse
- Renewal every 3 years; \$189 fee
- Annual fee of \$59 due in June, except for renewal year

Advantages of CLM

- A True professional certification
 - Enhanced credibility – internally/externally
- An Elite accomplishment that sets apart
 - Passing Rate approximately 50%
 - 408 administrators nationwide
 - 10 administrators in North Carolina
- A Unique learning opportunity
 - Compels growth in non-strength areas
 - Expands knowledge breadth to all core legal functions
 - Increases knowledge depth in key areas

Advantages of CLM

- Validation of your capabilities
 - Subject matter expertise
 - Increased self-confidence
 - Leverage for promotion, expanded responsibility
 - Marketable differentiator
- Discount on professional liability insurance
- Personal satisfaction
 - Rewarding accomplishment
 - The Right Stuff (dedication, grit, knowledge)

Advantages of CLM

- Valuable professional networking
 - Relationships built in the process
 - Connections made within the CLM fraternity
- Lifelong learning habits formed
 - Pushes out of comfort zone
 - Continuing education requirements
- Synergistic outcome
 - More than the sum of the parts

Q & A

- CLM Chapter Resources:
 - Joe Cerone
 - Brian Gilman
 - Christine Peterson
 - Karen Sargent