

The WSBA administers the admissions, licensing and renewal process for Washington licensed legal professionals on behalf of and under rules adopted by the Washington Supreme Court.

APPLICATION DEADLINE

Applications are due on the deadlines published on the WSBA website and established in the [WSBA Admission Policies](#). Applications must be received or postmarked by 5:00 p.m. on the date indicated. When the deadline falls on a weekend or holiday it moves to the next business day.

Examination	Applications Accepted	First Deadline	Late Filing Deadline with \$150 late fee	Failed Previous LLLT Exam Deadline With No Late Fee
Summer Exam	February 1	March 5	April 5	May 5
Winter Exam	September 1	October 5	November 5	October 5

APPLICATION

Type information using the fillable PDF application form and any supplemental forms. Carefully review the application and ensure that your answers are complete and accurate. **The responsibility for full disclosure rests entirely upon the applicant.** Failure to fully disclose as requested in the application may be considered a reflection on the applicant’s moral character and may itself result in denial of the application. It is the applicant’s duty to advise the WSBA of any changes in or additions to the information provided in the application. There cannot be too much disclosure. All answers and explanations offered by the applicant are kept confidential except as needed to conduct an investigation and for complete consideration of the application.

You will need to produce original documentation to complete the application (as described below), so give yourself plenty of time to obtain the necessary documents. Then, print the forms, sign the Certification of Applicant, and sign and notarize the Authorization, Release and Affidavit of Applicant at the end of your application.

APPLICATION FEE SCHEDULE

The required application fee must be paid at the time of filing your application. If you are filing late, you must pay the late filing fee of \$150. Pay the appropriate fee according to the schedule below:

Fee Type	Fee	Administrative Fee(non-refundable portion of application fee)
Practice Area & Professional Responsibility (PR) Exams Combined	\$300	\$150
Practice Area exam only	\$250	\$125
PR exam only	\$80	\$40



WITHDRAWING YOUR APPLICATION

To withdraw your application, please contact the WSBA Admissions team at 206-727-8209 or admissions@wsba.org. If you withdraw at least 60 days prior to the exam, the examination portion of your application fee will be refunded to you. The administrative fee will not be refunded. Any late filing fees paid, and any investigation costs are nonrefundable. If you withdraw less than 60 days before the exam, no portion of your application fee will be refunded.

IMPORTANT—CHARACTER AND FITNESS INFORMATION

All applicants are subject to a character and fitness review prior to being licensed to practice law in Washington. The practice of law is a privilege, not a right. Licensure may be withheld pending a hearing before the Character and Fitness Board and a final determination regarding whether the applicants have met their burden of proving that they are of good moral character, fit to practice law and have met the Essential Eligibility Requirements. See [Washington Supreme Court Admission and Practice Rules \(APR\) 20-24.3](#). Factors considered by Admissions staff and Bar Counsel when determining whether an applicant should be referred to the Character and Fitness Board are set forth in APR 21(a).

Washington requires resolution of all character and fitness issues at least 60 days prior to sitting for the Exam. Applicants with unresolved character and fitness issues will not be permitted to sit for the exam. Therefore, applicants who disclose any information that may raise an issue of character or fitness are strongly encouraged to file their applications early in the registration period. Early filing does not guarantee all issues will be resolved 60 days prior to the Exam.

CRIMINAL HISTORY RECORD CHECK

WSBA staff will conduct a criminal history records check on all applicants.

VERIFYING PASSAGE OF THE CORE EXAMINATION

At the time of filing your application, provide an original certificate verifying passage of the [National Federation of Paralegal Associations'](#) (NFPA) [Paralegal Core Competency](#) (PCC) Exam to verify completion of the PCC Exam requirement. The PCC Exam is an entry level paralegal exam and is a multiple choice, computerized test. This exam is administered solely by NFPA, which has its own application process unassociated with the WSBA.

VERIFYING CORE EDUCATION REQUIREMENTS

At the time of filing your application, provide an official transcript verifying the LLLT core education requirements:

1. Minimum Associate level degree; and
2. 45 credits of Core Curriculum at an ABA or LLLT Board approved program as set forth in APR 28 Regulation 3A.

Applicants who received a waiver under APR 28 Regulation 4 need not comply with this provision.



VERIFYING PRACTICE AREA EDUCATION REQUIREMENT

No later than 18 days prior to the date of the LLLT exam, we must receive proof of completion of the practice area curriculum required under APR 28 Regulation 3B. The University of Washington will provide the verification.

TWO GOOD MORAL CHARACTER CERTIFICATES

Provide two good moral character certificates from lawyers, limited license legal technicians, or limited practice officers in good standing in any U.S. jurisdiction. Please note that original signatures are required and certificates must be signed and dated within six months of the application date.

EMAIL AND ADDRESS CHANGES

All official notices, including approval to sit for the LPO exam will go to the current email address on file with the WSBA; **email is the primary communication method**. It is your responsibility to be sure that emails with a wsba.org domain do not get filtered out by your junk or spam software. Any changes to your contact information must be submitted via email with the information that you are an LPO applicant along with your applicant ID number to admissions@wsba.org.

CONFIRMATION EMAIL

You will receive an email shortly after filing your application acknowledging that we received it.

LLLT EXAM LOCATION

The LLLT exam is held at the Tacoma Convention Center in Tacoma, Washington.

ADA ACCOMMODATION REQUESTS

If you have a medical, physical, or cognitive disability, you may request that the LLLT examination be administered under special conditions to reasonably accommodate your needs. You must make your request no less than 80 days prior to the day of the examination and you must support your request with medical documentation. Any reasonable accommodation may not compromise the integrity or security of the examination or affect the standards set for the examination. WSBA and any applicant granted accommodations must agree to and accept the terms and conditions of the accommodations no less than 60 days prior to the examination. Contact the Admissions team at 206-727-8209 or email admissions@wsba.org for more information on reasonable accommodations.

PREPARING FOR THE EXAM

We recommend that you review the suggested study topics thoroughly to assist you in preparing for the exam. Applicants should have a thorough understanding of the designated practice area, APR 28 and Regulations, and the LLLT Rules of Professional Conduct.

EXAM STRUCTURE

The LLLT Exam includes the Practice Area and Professional Responsibility Exams, which are structured as follows:



Practice Area Examinations, Generally

The Practice Area Examination will test on one specific practice area and knowledge of the LLLT scope specific to that practice area. All practice area examinations are comprised of three parts: a multiple choice section, an essay section, and a performance section. During the exam the essay and performance (written sections) will be one session. The passing standard is 75% for each section of the exam. The multiple choice section is graded first followed by the essay section and then the performance section. Upon failure of any one section, any remaining sections will not be graded.

Professional Responsibility Exam

The LLLT Professional Responsibility Exam is a multiple choice exam. It will be administered in one session. The professional responsibility exam tests on LLLT ethical duties as set forth in APR 28, the LLLT Rules of Professional Conduct, and LLLT scope of practice as set forth in APR 28F and H. There will be a combination of analytical and short answer multiple choice questions.

Purpose Statements for Exam Sections

LLT Multiple Choice Question Section

The purpose of the multiple choice section of the LLLT examination is to assess an examinee's understanding and knowledge of specific substantive and procedural law related to the designated practice area and to assess the extent to which an examinee can apply fundamental legal principles and legal reasoning to analyze a given fact pattern.

This is accomplished by using a combination of simple and analytical multiple choice questions that balance legal doctrine with practical skills and knowledge. The questions focus on understanding of legal procedures and principles related to Washington law in the designated practice area, the LLLT scope of practice, and the LLLT Rules of Professional Conduct.

LLT Essay Question Section

The purpose of the essay question section on the LLLT examination is to assess the examinee's ability to (1) identify legal issues raised by a hypothetical fact situation; (2) separate material which is relevant from that which is not; (3) present a reasoned analysis of the relevant issues in a clear, concise, and well organized composition; (4) demonstrate knowledge of Washington law, legal procedures, fundamental legal principles, LLLT scope of practice and LLLT Rules of Professional Conduct relevant to the probable solution of the issues raised by the factual situation; and (5) demonstrate the ability to apply the law to the facts and issues presented to reason a logically sound conclusion to the fact scenario.

LLT Performance Test Section

The purpose of the performance test section on the LLLT examination is to assess the fundamental skills an LLLT will need in frequently encountered practical situations by presenting the candidate with a



given fact scenario and, based on that scenario, asking the candidate to perform the following as if the candidate were the LLLT: (1) identify the issues that need to be addressed or resolved; (2) develop an LLLT action plan; (3) create a client to-do list; and (4) select and complete appropriate forms.

The performance test section requires the examinee to sort detailed factual materials; separate relevant from irrelevant facts; analyze statutory, case, and administrative materials for relevant principles of law; apply relevant law to the facts in a manner likely to resolve a client's problem; identify and resolve ethical dilemmas; communicate effectively in writing; and complete an LLLT task within time constraints.

For LLLT rules and information, visit the [WSBA LLLT homepage](#).

EXAM RESULTS

Exam results will be mailed to applicants as soon as possible after grading. After results have been mailed to the applicants, the list of applicants who passed the exam will be posted on the WSBA website. See the [WSBA website](#) for specific dates.

