

PROCEDURES FOR CERTIFIED BANKRUPTCY ASSISTANT PROGRAM

The following information is provided by the Association of Bankruptcy Judicial Assistants (ABJA) for the Certified Bankruptcy Assistant (CBA) training program. This program is supported by the National Conference of Bankruptcy Judges and the American Bankruptcy Institute. A CBA is a specialist in the bankruptcy field; therefore, all interested applicants must have a background in bankruptcy from employment with the court system or the private sector as a prerequisite to being accepted into the program. To become a CBA, the applicant must attend a two-day seminar held at the location of the ABJA Annual Conference.

Application Procedure and Deadline

The CBA Application is located online and should be completed no later than 45 days prior to the ABJA Annual Conference. Upon approval of the Application, the applicant will receive a link via email to complete the registration process, including payment of any fees. Once payment is received, the applicant will be sent the study guide materials and practice exam to assist them prior to the educational program at the seminar.

Program Registration Costs

Each year, the CBA program agenda and registration information are located on the ABJA website at www.abja.org under the CBA program. The program is conducted by various speakers, such as employees from the Administrative Office of the U.S. Courts, Judges and/or law clerks of the bankruptcy courts, practicing bankruptcy attorneys in the private sector, U.S. Trustees, as well as local Trustees. Following completion of the CBA program, the CBA may attend the additional two-day Professional Skills seminar at a reduced cost.

Program Training

The scheduling of the CBA program coincides with the ABJA Annual Conference. Information on program can be obtained through the ABJA website at www.abja.org. The program includes Bankruptcy Code and Rules, Grammar/Usage and Effective Writing, Ethics, and Legal Research including understanding the Blue Book. The exams are taken daily at the end of each session and consist of multiple choice, matching, and true/false questions.

Grading

A passing score of 70% is required for each of the examination sections. If an applicant does not pass a portion of the exam, the applicant will be allowed to retake that portion prior to leaving the seminar. CBA Certificates will be distributed upon successfully completing the program.

CBA Qualification

To maintain CBA status, CBA must complete six (6) CEU hours of continuing education within two years and pay the administrative fee of \$25.00 per year due no later than March 31. Within 30 days of course completion, CBA must complete and submit the online Certificate of Attendance using the link located under the CBA program tab on the ABJA website (abja.org) and attach the appropriate documentation confirming completion of hours. If CBA does not maintain their qualification, they will become inactive and will have to recertify at a future ABJA annual conference.

ABJA Associate Membership

1. Associate membership may be granted to any person in the private sector who has passed the certification examination administered by the ABJA. To remain in good standing, Associate members shall pay annual dues and maintain the required CEU hours. Becoming an Associate member waives the administrative fee. Associate members have no voting privileges, cannot hold office, and are not eligible to attend the ABJA business meetings. However, the CBA liaison, who is elected by CBAs in attendance at the annual conference, may attend the ABJA Annual Business Meeting on behalf of and in the interests of the CBAs. An Associate member cannot chair but can serve on a committee.

2. Benefits of Associate Membership:

- a. Administrative fee waived
- b. Quarterly Newsletter
- c. Discount on ABJA sponsored webinars
- d. Discount on Annual Conference registration
- e. Membership in private Facebook group
- f. Members-only access to ABJA website

Confidentiality

A. By completing an Application the applicant agrees that any forms submitted in connection with this process will remain confidential. The Committee reserves the right to verify the information provided by the applicant. The identity of an applicant and the results of the certification examinations will not be disclosed to the officers and/or directors of the ABJA, or anyone other than the applicant, except as necessary for the satisfaction of responsibilities in this organization.

B. If CBA Certificate is revoked by the ABJA or the CBA does not fulfill the requirements of Certification, CBA cannot represent to the public as a “Certified Bankruptcy Assistant” under the provisions provided in Section 2.2A of the Constitution and Bylaws of the Association of Bankruptcy Judicial Assistants.