

RULES AND REGULATIONS FOR BANKRUPTCY CERTIFICATION

Administration

- A. Standards Committee The Standards Committee (“Committee”) will:
- (1) review and approve the format of all applications and reference forms used by the Association;
 - (2) determine whether particular applicants have met the standards for certification.
- B. Committee The Committee shall be composed of the Continuing Legal Education Committee (“CLE”) for the Association of Bankruptcy Judicial Assistants (“ABJA”).
- C. Conference The ABJA holds an Annual Conference each fall consisting of two educational programs - Certified Bankruptcy Assistants (CBA) program and the Professional Skills program. CBAs may also attend the Professional Skills program. Each program is held for two days. Qualified applicants attend the CBA program to earn a bankruptcy certification while others attend the Professional Skills program to earn CEUs to maintain their certification.
- D. ABJA Membership CBAs who are not employed as a judicial assistant to a United States Bankruptcy Judge will become an Associate Member after passing the CBA exam. To retain membership, the CBA must pay their annual membership dues by March 31 of each year. Associate CBA members have no voting privileges, cannot hold office, and are not eligible to attend the ABJA business meetings. However, the CBA liaison, who is chosen by the CBA Chair and President may attend the ABJA business meeting on behalf of and in the interests of the CBAs. An Associate CBA member cannot chair a committee but can be a part of a committee.

Procedures and Standards

- A. The CBA Application is located on the abja.org website. It must be completed and submitted no later than 60 days prior to the upcoming conference. The Application must contain the signature of a supervising attorney certifying the applicant meets the criteria. The Committee reserves the right to verify information provided by the applicant.
- B. The Application must name at least one reference of a bankruptcy attorney, preferably the applicant’s supervising attorney, with his/her name, address, phone number and signature.
- C. By completing the Application, the applicant agrees to disclose to the ABJA any pending or prior formal or informal reprimand, disciplinary action, or sanctions by a bankruptcy court and/or any other supervising or regulatory entity or agency. The Committee may deny an Application if it concludes that the applicant does not meet the ABJA’s standards for professional integrity.

D. Upon completion of the CBA program, an applicant must participate in at least six hours of continuing education during a two-year period. Applicant must complete and submit the online Certificate of Attendance located on the website and attach the appropriate documentation confirming completion of any CEU course to the ABA.

Revocation of Certification The ABA may revoke a Certificate for the following reasons:

A. The Certificate holder has failed to abide by all rules and regulations covering the certification program.

B. The Certificate holder has failed to pay any fee established by the ABA.

C. The Certificate holder no longer meets the qualifications established by the ABA.

D. The Certificate holder has been disciplined or sanctioned by a United States Bankruptcy Court and/or any other entity. If such information is not provided at the time an Application is completed, the ABA will revoke the certification, if it has been previously awarded.

E. If a Certificate holder does not fulfill the required six hours every two years of Continuing Legal Education Units or the certification is revoked by the ABA, the CBA cannot represent to the public that he/she is a "Certified Bankruptcy Assistant."

Amendments

This document may be amended from time to time as provided in the Association of Bankruptcy Judicial Assistants Bylaws or as needed.

Any applicant or applicant holding a certification is not allowed to solicit or advertise under the ABA's name or at the ABA Annual Conference. The ABA is not a public entity. The Judicial Assistants follow the Code of Conduct for Judicial Employees. There are no written ethical procedures for non-attorneys, however, Certified Bankruptcy Assistants are to abide by the ethical behavior under the supervision of their attorneys.

ABA Logo

The use of the ABA logo is restricted and only for the purposes of the Association. Any applicant holding a certification is not allowed to use the ABA's logo for any advertisement, for use on any website, on any letterhead, nor for any other purpose. Any applicant holding a certification found using the logo for personal gain will be suspended and/or certification will be revoked.

Confidentiality

By completing an Application, the applicant agrees that any forms submitted in connection with the Application will remain confidential. Committee reserves the right to notify supervising attorney for verification of information provided by the applicant. The identity of applicants and the results of the certification examinations will not be disclosed to the officers and/or directors of

the ABA, or anyone other than the applicant, except as necessary for the satisfaction of their duties with this Association.

Written Disclosure

The Certified Bankruptcy Assistants Program provides a general background in bankruptcy law and writing skills to assist individuals in their jobs as professionals and for work skill enhancement. All requirements for and all benefits to be derived from recognition as a Certified Bankruptcy Assistant are for use in personal skill enhancement and for development of increased training qualifications for private or public employment in the bankruptcy field. The program and its certification are not designed or intended to qualify individuals to practice law, sign any legal documents, and/or teach the course materials to anyone for any purpose.