

**2017 CERTIFIED BANKRUPTCY ASSISTANT  
AND PROFESSIONAL SKILLS SEMINARS  
October 17-20 - Memphis, Tennessee  
Sponsored by the Association of Bankruptcy Judicial Assistants**

The Association of Bankruptcy Judicial Assistants (“ABJA”) is sponsoring a Certified Bankruptcy Assistant Seminar and Exam on October 17 & 18, 2017, along with two Professional Skills Seminars on October 19 & 20, 2017, at the Hilton Memphis in Memphis, Tennessee.

This is an ideal opportunity to become “certified” as a bankruptcy assistant. The Certified Bankruptcy Assistant (“CBA”) program is aimed specifically toward secretaries, administrative assistants, paralegals, and other support personnel who work in or have day-to-day contact with the bankruptcy courts. The two-day certification program includes a one and one-half day preparatory training workshop with the exam being administered the afternoon of the second day. The training and exam cover topics such as grammar usage and writing, the Bankruptcy Code and Rules, ethics, and research and proper legal citation. The instructors this year are top-notch, including U.S. Bankruptcy Judges, legal practitioners, and administrators from the Federal Administrative Offices. A study guide developed by The University of New Orleans, numerous professors, judges, and practitioners in the bankruptcy field, in conjunction with the ABJA, is provided to participants in advance of the program. To see if you meet the criteria to participate in this program and/or for more information on the CBA program, please visit the ABJA’s website at <http://www.abja.org/content/certified-bankruptcy-assistants-cba-program>.

After obtaining certification, there is a responsibility to maintain a high degree of knowledge and proficiency in the bankruptcy field by obtaining a minimum of six Continuing Education Units (“CEUs”), which is equivalent to six classroom hours, every two years.

The ABJA is also offering two Professional Skills seminars on October 19 and 20. If you need to satisfy your CEU requirements or you are just interested in enhancing your professional development, these seminars are your opportunity to join judicial assistants/secretaries, other court personnel, and paralegals from around the country for classes taught by Judges and Clerks, among others. The registration form can be found here: <https://fs22.formsite.com/abja/form8/index.html>.