

ARIZONA SUPREME COURT PROGRAM EXAM INFORMATION

There are now two options to complete Certification and Licensing Exams: In-person/Written and Online

To Register for In-person/Written Exams: Pre-registration is required and is now available on-line. Visit the Arizona Judicial Branch Certification & Licensing Portal at <https://azcourts2020.my.site.com/cldlicensing/s/> to register for portal access. Once in the portal, select “Exam Registration” and follow the prompts. Once the fee is paid and registration is complete, a confirmation email will be sent from Division staff with additional information pertaining to the exam. **Space is reserved on a first come, first served basis.** Applicants unable to access the online portal should contact the Division at (602) 452-3378.

In-Person/Written Exams are completed only at the Arizona Courts Building in downtown Phoenix on select days. See address and dates below.

To Register for Online Exams: Exams are now available via a secure online portal and may be completed at a distraction free location and time/date of your choice. A **\$25 convenience fee** is assessed in addition to the posted exam registration fees. This convenience fee is non-refundable.

Registering for online exams is a multi-step process:

1. Visit <https://cldexams.az.gov>. Complete the required contact information and select the desired exam(s). You may register and pay for more than one. An email with instructions for accessing the exam portal will be sent within 24-48 hours of your payment.
2. Complete the registration payment in the AZDOA portal (<https://cldexams.az.gov>)
3. If you have not already, establish a profile in the CLD Portal at <https://azcourts2020.my.site.com/cldlicensing/s/>. This is where exam scores will be posted. Do **NOT** register for online exams here. The portal is for in-person exams and applications only. For questions regarding the online testing process contact the LSI unit at (602) 452-3278.

A re-registration fee of \$100.00 will apply for any applicant who registers for an examination date and fails to appear at the designated in-person site on the scheduled date and time.

Reasonable accommodation will be provided to a qualified applicant with a disability in accordance with the Americans with Disabilities Act. If an applicant requires an accommodation, please indicate as such on the electronic registration and upload all documentation necessary to support the need for the accommodation requested. The Division will respond to the request after review of the information provided.

Official test results will be available through the portal to the email established at registration. A fingerprint card will be sent to all passing examiners EXCEPT Legal Paraprofessionals and defensive driving instructors, with instructions for online submission of an initial program application.

Applicants are encouraged to review the [Arizona Code of Judicial Administration \(ACJA\) Part 7](#), for certification/licensure eligibility requirements **prior to submitting an application** to ensure that the applicant meets the stated requirements. Pursuant to ACJA § 7-201(E)(1)(b), all fees associated with the certification/licensure process are **NON-REFUNDABLE**.

ADDRESS OF TEST LOCATION

Arizona State Courts Building
1501 West Washington
Phoenix, Arizona 85007

ADDITIONAL INFORMATION

At check-in for the examination, applicant is required to present one form of government issued personal identification which includes a photo and date of birth.

Scheduled exam dates are below. As seats fill in for each exam, dates may become unavailable. Availability is reflected in the online portal.

ALL FEES ARE NON-REFUNDABLE.

If applicant is sitting for the certified reporter examination in order to seek reciprocal certification, in addition to thoroughly reviewing the requirements defined in the ACJA and Arizona Revised Statutes (“A.R.S.”), please note the applicant must have established residency in the State of Arizona and have been licensed or certified by another state for at least one year. If an application for reciprocal certification is submitted that does not meet the established requirements, the application may be denied. As stated above, all fees associated with certification are NON-REFUNDABLE.

2025 Exam Schedule

9:00 am - 12:00 pm	1:00 pm - 4:00 pm
November 19, 2025	
December 3, 2025	
December 10, 2025	December 10, 2025

*YELLOW HIGHLIGHTED DENOTES TWO SESSIONS THAT DAY

2026 Exam Schedule

9:00am – 12:00pm	1:00pm – 4:00pm
Wednesday, January 21, 2026	Wednesday, January 21, 2026
Wednesday, February 18, 2026	
Wednesday, March 18, 2026	
Wednesday, April 22, 2026	
Wednesday, May 20, 2026	
Wednesday, June 17, 2026	
Wednesday, July 22, 2026	
Wednesday, August 19, 2026	
Wednesday, September 23, 2026	
Wednesday, October 21, 2026	
Wednesday, November 4, 2026	
Wednesday, December 9, 2026	

**Beginning February 2026, the division will offer in-person exams once a month. Online Exams are available for an additional \$25.*

