



New York State Continuing Legal Education Board

25 Beaver Street, Room 888, New York, NY 10004

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Web site: www.nycourts.gov/attorneys/cle

APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL COURSE ACTIVITY (FOR USE BY SPONSORING ORGANIZATION)

Submit an application and all required attachments. If the written materials (item 4 of the required attachments) are not available in advance, you may submit this application immediately following the course.

SPONSORING ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

TITLE OF COURSE: _____

DATE(S) OF COURSE: _____

LOCATION(S) OF COURSE: _____

LEVEL OF DIFFICULTY – CONTENT OF COURSE IS APPROPRIATE FOR:

newly admitted attorneys *only* (attorneys admitted two years or less)

experienced attorneys *only* (attorneys admitted more than two years)

both newly admitted and experienced attorneys

HAS THIS COURSE BEEN APPROVED FOR CLE CREDIT IN OTHER STATES?

NO

YES If yes, which state(s)? _____

Application Pending If so, which state(s)? _____

If this course has been submitted for approval in another jurisdiction, you may not need to submit this individual course application to the New York State CLE Board. Please refer to New York's Approved Jurisdiction policy available on the CLE Web site at www.nycourts.gov/attorneys/cle.

REGISTRATION FEE – How much will you charge attorneys to attend this course?

Free of charge Fee of \$ _____ (see item 8 of required attachments if a fee is charged)

Required Attachments – In support of your application:

1. **AGENDA**- Attach a final version of the timed agenda or timed outline of the course. The agenda/outline must indicate the topics presented, the time allotted to each topic, breaks (if any) and the presenter(s) of each topic/session.

2. **BROCHURE**- Attach a brochure, advertisement or announcement for the course (if not available, attach a course description).

3. **FACULTY BIOGRAPHIES**- Attach a biography for each faculty member. The biography should include educational background, degrees earned and, for attorneys, the jurisdiction(s) in which admitted to practice law. (Note: The faculty must include at least one attorney in good standing who actively participates in the program.)

4. **WRITTEN MATERIALS**- Attach a printed copy of the complete set of written materials distributed to attendees. Please organize and label the materials so that they correspond to each topic/session listed on the agenda. (Note: Written materials must be distributed to attendees at or before the start of the course, not afterwards. Written materials must specifically address each topic presented. Brief outlines do not meet the standards for accreditation.)

SPONSORING ORGANIZATION: _____

TITLE OF COURSE: _____

5. **TIME/CATEGORIES**- Indicate total minutes of instruction for which you seek CLE credit (not including breaks, meals or introductions) in each of the applicable categories: *Ethics and Professionalism, Skills, Law Practice Management, Areas of Professional Practice* (Example: 50 minutes - Skills). A definition of each category is available on the CLE Web site.

6. **ETHICS CREDIT**- List all session(s) for which you seek CLE credit in the category of *Ethics and Professionalism* (or clearly indicate those sessions directly on the agenda).

7. **AUDIENCE**- Describe the audience to which the course is directed and advertised. If open to nonattorneys, you must list the other professional groups invited, estimate the percentage of attorneys in the audience (_____ %) and explain how each session of the course (for which you seek CLE credit) will help attorneys, as attorneys, improve their legal skills. Attach additional sheets if necessary.

8. **FINANCIAL AID POLICY**- If you charge attorneys a registration fee, your application is ineligible for review without a financial aid policy. Therefore, if you charge a fee, state your financial aid policy including the specific procedures attorneys must follow to request financial aid and the specific criteria for award of aid. (Please see the Financial Aid Policy Guidelines for CLE Providers on the CLE Web site at www.nycourts.gov/attorneys/cle.)

Specific **procedures** attorneys must follow to request financial aid:

Specific **criteria** for award of aid:

9. **FORMAT/METHOD OF PARTICIPATION**- Select the format(s) in which the course will be presented. Then, for each format, select the method(s) by which attendees will participate. Common formats/methods of participation are listed below. Check all that apply.

FORMAT(S) ====> **METHOD(S) OF PARTICIPATION**

As you make your selection, please note that newly admitted attorneys (attorneys admitted two years or less) may generally earn CLE credit by completing programs in the following formats *only*: traditional live classroom and fully interactive videoconference. Experienced attorneys (attorneys admitted more than two years) may take courses for CLE credit in any format listed below.

Indicate how attendees will participate:
seated together in a group setting
(such as in a conference room) or
by individual dial in/log in/self-study.

Live

- | | |
|--|---|
| <input type="checkbox"/> Traditional live classroom setting (<i>all</i> of the faculty in room with participants) | <input type="checkbox"/> seated together in a group setting |
| <input type="checkbox"/> Videoconference - fully interactive (every participant in every location can see and hear not only the presenter[s] but any participant in any location who asks a question) | <input type="checkbox"/> seated together in a group setting |
| <input type="checkbox"/> Videoconference (not <i>fully</i> interactive) | <input type="checkbox"/> seated together in a group setting |
| <input type="checkbox"/> Teleconference | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> individual dial in/log in |
| <input type="checkbox"/> Webconference (interaction with remote audience via telephone line, e-mail, etc. during program) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> individual dial in/log in |
| <input type="checkbox"/> Live broadcast (no interaction with remote audience during program, e.g., webcast, telecast) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> individual dial in/log in |

Prerecorded

- | | |
|--|--|
| <input type="checkbox"/> Audio CD | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |
| <input type="checkbox"/> DVD/Video CD | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |
| <input type="checkbox"/> Audio file (MP3, podcast, etc.) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |
| <input type="checkbox"/> Video file (vodcast, etc.) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |
| <input type="checkbox"/> Online audio (including archived recorded programs) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |
| <input type="checkbox"/> Online video (including archived recorded programs) | <input type="checkbox"/> seated together in a group setting <input type="checkbox"/> self-study |

If you do not see your format or method of participation listed above, please attach a separate sheet and describe it in detail.

10. **ATTENDANCE VERIFICATION**- For each selection above, please **describe the procedures** you will use to verify the attendance of participants **and attach any forms associated with your attendance verification procedures** (e.g., sign in sheet, attorney affirmation with course codes, sample quiz, etc.). Sample forms are available on the CLE Web site. If attendees will be able to participate in *either* a group setting or by individual dial in/log in/self-study for a particular format, please describe the attendance verification procedures for *each* method of participation (that is, state how you will verify the attendance of those in a group setting **and** how you will verify the attendance of those who participate by individual dial in/log in/self study).

Note: Where participants are seated together in a group setting, attendance is often verified by using a sign in/sign out sheet. (For multi-day, multi-session programs, a separate sign in/sign out sheet may be needed for each session.) Where there is individual participation (such as when an attorney individually dials in or logs in to a teleconference, webconference or webcast from a remote location such as a home or private office, or individually views/listens to a prerecorded program), attendance is often verified by way of course codes. (A separate code should appear and/or be announced at least every 50 minutes during a program.) See CLE Web site for details. Please note that an attendance verification procedure that relies on the log in/log out times of attorneys who dial in or log in to a teleconference, webconference, webcast, etc., does not meet New York's standards.

Please remember to include all required attachments (see bottom of page 1)

(1) Timed agenda

(2) Brochure/Course announcement

(3) Faculty biographies

For attorney faculty members, include the jurisdiction(s) in which admitted to practice law.

(4) Written materials

A complete set of written materials for the course should be included with your application. Please keep in mind that the written materials for a CLE course should:

- specifically address each topic presented in the course
- reflect that they are timely
- be thorough, high quality, readable and carefully prepared
- cover those matters that one would expect for a comprehensive and professional treatment of the subject matter of the course

NOTE: Brief outlines do not meet the standards for accreditation.