



## New York State Continuing Legal Education Board

### Calculating pro bono CLE credit under 3(D)(11)

If you work this many hours:	You can earn this many pro bono CLE credits <sup>1</sup> :
1 hour (60 minutes)	.5
2 hours (120 minutes)	1
3 hours (180 minutes)	1.5
4 hours (240 minutes)	2
5 hours (300 minutes)	2.5
6 hours (360 minutes)	3
7 hours (420 minutes)	3.5
8 hours (480 minutes)	4
9 hours (540 minutes)	4.5
10 hours (600 minutes)	5
11 hours (660 minutes)	5.5
12 hours (720 minutes)	6
13 hours (780 minutes)	6.5
14 hours (840 minutes)	7
15 hours (900 minutes)	7.5
16 hours (960 minutes)	8
17 hours (1,020 minutes)	8.5
18 hours (1,080 minutes)	9
19 hours (1,140 minutes)	9.5
20 hours (1,200 minutes)	10

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<sup>1</sup> Credit is calculated in increments of .5 CLE credit hour. Under section 3(D)(11), a maximum of ten (10) pro bono CLE credit hours may be earned during any one reporting cycle. See New York State CLE Board Regulations and Guidelines § 3(D)(11)(d). The Regulations are available at [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle).

**Credit earned through court assignment:** Attorneys must maintain time records and calculate credit hours earned.

**Credit earned through Approved Pro Bono CLE Provider:** Attorneys must submit an affirmation to the provider in order to be awarded pro bono CLE credit. See section 3(D)(11)(e)(ii) of the Regulations. The timing for submission of an affirmation to the provider will depend on the administrative practices of the provider (i.e., the attorney may be asked to submit an affirmation either at the close of a case, at the end of the calendar year, at the end of the attorney's reporting cycle, as the attorney accumulates the hours, etc.); such matters should be addressed with each individual approved provider.

A common question asked by attorneys is whether an attorney who is awarded CLE credit after completing a project is permitted to "accumulate" or "store" any excess hours for the purpose of adding those hours to future hours of pro bono work performed. For example, if an attorney submits an affirmation for 3½ hours (210 minutes) of pro bono work, the provider is only permitted to award 1.5 CLE credits, as indicated in the table above. If the administrative practices of the provider allow for it, the attorney may, in fact, work an additional ½ hour (30 minutes) at a later time and request that the provider award an additional .5 CLE credits, based on the attorney's cumulative pro bono work (i.e., a total of 4 hours or 240 minutes) performed through that provider.