



## New York State Continuing Legal Education Board

### Calculating pro bono CLE credit

If you work this many hours:	You can earn this many pro bono CLE credits <sup>1</sup> :
2½ hours (150 minutes)	.5
5 hours (300 minutes)	1
7½ hours (450 minutes)	1.5
10 hours (600 minutes)	2
12½ hours (750 minutes)	2.5
15 hours (900 minutes)	3
17½ hours (1,050 minutes)	3.5
20 hours (1,200 minutes)	4
22½ hours (1,350 minutes)	4.5
25 hours (1,500 minutes)	5
27½ hours (1,650 minutes)	5.5
30 hours (1,800 minutes)	6

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<sup>1</sup> Credit is awarded in increments of .5 CLE credit hour; a maximum of six (6) 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).

Attorneys must submit an affirmation to the Approved Pro Bono CLE Provider in order to be awarded pro bono CLE credit. See New York State CLE Board Regulations and Guidelines § 3(D)(11)(e)(ii). 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 Pro Bono CLE 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 4½ hours (270 minutes) of pro bono work, the provider is only permitted to award .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 5 hours or 300 minutes) performed through that provider.