

New York State CLE Board Regulations and Guidelines

Section 8(A)(3), revised. Effective September 1, 2004.

3. **Application Deadline**— Applications for accreditation of CLE courses or programs shall be submitted by sponsoring organizations or individuals on their own behalf, in accordance with the following application deadlines:
 - a. **Sponsoring Organizations**— Applications submitted by sponsoring organizations shall be postmarked at least 60 days prior to the occurrence of the course or program. All applications should be submitted as far in advance of the date of the course or program as possible to ensure a timely response by the CLE Board.
 - i. Applications postmarked less than 60 days prior to the occurrence of the course or program will not be accepted for review except in extenuating circumstances and with prior permission from the CLE Board. A cover letter detailing the extenuating circumstances shall be included with the late application.
 - ii. No application for accreditation will be accepted for review after a course or program has occurred except under extraordinary circumstances. A cover letter detailing the extraordinary circumstances shall be included with the late application.
 - b. **Individual Attorneys**— Applications submitted by individual attorneys seeking CLE credit on their own behalf, as participants in a CLE course or program, shall be submitted as follows:
 - i. Applications shall be postmarked at least 60 days prior to the occurrence of the course or program. All applications should be submitted as far in advance of the date of the course or program as possible to ensure a timely response by the CLE Board.
 - ii. Applications postmarked up to 30 days after the conclusion of the course or program will be accepted for review where the individual attorney is unable to obtain the supporting information required under section 8(A)(2) of these Regulations and Guidelines at least 60 days prior to the occurrence of the course or program.
 - iii. Applications postmarked more than 30 days after the conclusion of the course or program will not be accepted for review, except for good cause shown.