

**New York State CLE Board Regulations and Guidelines**  
**Section 10(B), revised. *Effective January 1, 2007.***

- B. Certificates of Attendance**— Providers of continuing legal education courses or programs shall, within 60 days after the occurrence of the course or program, or within 30 days after the CLE Board’s written notice of accreditation of the course or program, whichever is later, provide a “New York CLE Certificate of Attendance” to all persons completing the course or program. The certificate of attendance shall contain the following information, all of which shall be completed by the provider: name of attorney; course or program title, date, location (city and state) and format; breakdown of categories of credit and the number of New York CLE credit hours earned; whether the course is (i) transitional and appropriate for newly admitted attorneys, (ii) nontransitional and not acceptable for newly admitted attorneys or (iii) appropriate for both newly admitted and experienced attorneys; and provider information. All certificates of attendance must be signed by the provider or an agent thereof. Providers may not issue blank certificates of attendance. A sample certificate of attendance shall be retained by the provider for at least four (4) years.
1. Credit shall be awarded only for attendance at an entire course or program, or for attendance at an entire session of a course or program. No credit shall be awarded for attending a portion of a course or a portion of a session.
  2. Attorneys who attend multiple breakout sessions must be issued a certificate of attendance completed by the provider indicating the specific sessions attended by the attorney.
  3. Certificates of attendance shall not be sent to the CLE Board unless specifically requested by the CLE Board.