

DIRECTIONS FOR FILLING OUT MANDATORY DV CLE FORMS.

PLEASE READ THE ENTIRE CONTENTS OF THESE DIRECTIONS.

- 1) Before you can be designated to a panel after fundamentals training, you must submit the DV "Tier One" CLE forms (affirmations and evaluation).
- 2) The CLE forms serve two purposes – (1) CLE credit and (2) proof that you have fulfilled the DV training requirement. Thus, even if you cannot receive CLE credit because you have not been admitted for two years, you still must fill out and submit the DV forms to the Attorneys for Children Program.
- 3) There are four (4) separate CLE forms that correspond to each mandatory DV video segment. DO NOT send us your CLE forms until all four forms are completed. We will send them back if all four forms are not received at the same time.
- 4) The form has a place to check whether you are viewing the videos on-line or on a DVD. If you view the video on-line, check "online". If you are unable to view the video on-line and you request and receive a copy of the DVDs, check "DVD".
- 5) As you watch the videos, periodically a person will interrupt the speaker and hold up and say a code, e.g., E1O76. The number of codes that appear will vary depending on how long the segment is. You must put codes on your CLE form in the order in which they appear on the video, i.e., first code goes under number 1, second code goes under number 2, etc.
- 6) You are responsible for MAKING A COPY of the CLE forms before you submit them. If we do not receive them, even if you have sent them, we need proof that you have complied with the DV training requirement and you will have to send us a copy of the forms.
- 7) You must fill out the evaluation form on the DV Training Video link.
- 8) Send the four forms, stapled together, and your evaluation to 50 East Avenue, Ste. 304, Rochester, NY 14604, Att. Jennifer Nealon.