



New York State Continuing Legal Education Board

25 Beaver Street, Room 888, New York, NY 10004 • Phone: (212) 428-2105
Fax: (212) 428-2974 • Web site: www.nycourts.gov/attorneys/cle • E-mail: cle@courts.state.ny.us

APPLICATION FOR EXTENSION OF HYBRID ACCREDITATION

To request an extension of hybrid accreditation, you must submit this application at least 45 days before the end of the accreditation period. If a request for extension is timely, the hybrid accreditation will continue until the CLE Board acts on the request. See New York State CLE Board Regulations and Guidelines, section 8(C)(10). You must submit a separate application for each course.

COURSE # _____ CONTACT PERSON _____

SPONSORING ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

TITLE OF COURSE: _____

CURRENT ACCREDITATION PERIOD: _____ to _____ REQUESTING ADDITIONAL PERIOD OF:
(start date) (end date) [] 1 YR [] 2 YRS [] 3 YRS

PART I: LIVE PROGRAMS (if your program is a prerecorded program, skip to "PART II" on page 2 of this form)

(A) Was this course presented at any time during the accreditation period? ____ yes ____ no

If "yes," please list each date the course was presented in the spaces below (attach additional sheets if necessary):

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____

(B) Have you submitted a Course Summary form (with required attachments) for each presentation of this course? ____ yes ____ no

If "no," please submit all outstanding Course Summary forms with this application or explain below:

(C) Indicate any changes to the program (attach additional sheets if necessary):

a) Agenda (if there are significant changes to the agenda, attach a revised agenda):

Please note that extended or abbreviated versions of a program generally require separate accreditation.

b) Written materials:

c) Presenters (if you wish to add new presenters, you must attach a biography for each new presenter):

d) Audience to which the course is directed and advertised: _____

e) Attendance verification procedures: _____

f) Financial aid policy: _____

(D) If you charged a registration fee for this course, was the existence of your financial aid policy and the procedure for applying for financial aid advertised in brochures/flyers/course announcements, as required under section 8(A)(4)(i)(iii) of the CLE Board Regulations and Guidelines? ____ yes ____ no

If "no," please explain: _____

(E) Will the faculty at each presentation of this course include at least one attorney in good standing?* ____ yes ____ no

SPONSORING ORGANIZATION: _____ COURSE #: _____

PART II: PRERECORDED PROGRAMS

(A) Have you submitted a Course Summary form (with required attachments) for this course? (For prerecorded programs, a Course Summary form should be submitted at the end of each calendar year during the period of accreditation.) ____ yes ____ no
If “no,” please submit all outstanding Course Summary forms with this application or explain below:

(B) Does the information in this prerecorded program reflect the current state of the law? ____ yes ____ no
If “no,” please explain (attach additional sheets if necessary):

(C) Indicate any changes to the program (attach additional sheets if necessary):

a) Written materials:

b) Attendance verification procedures: _____

c) Financial aid policy: _____

(D) If you charged a registration fee for this course, was the existence of your financial aid policy and the procedure for applying for financial aid advertised in brochures/flyers/course announcements, as required under section 8(A)(4)(i)(iii) of the CLE Board Regulations and Guidelines? ____ yes ____ no

If “no,” please explain: _____

(E) Do the presenters of this course include at least one attorney in good standing?* ____ yes ____ no

*** Please be advised that as of January 1, 2008, the CLE Program Rules require that the faculty of every accredited course or program include at least one attorney in good standing, who must actively participate in the course or program. (Please further note that disbarred attorneys may not teach CLE courses.)**

BOTH LIVE AND PRERECORDED PROGRAMS PLEASE READ AND SIGN BELOW:

The Program Rules and the CLE Board Regulations and Guidelines are available on the CLE Web site at www.nycourts.gov/attorneys/cle. (You may request a printed copy by contacting the CLE Board.)

Provider acknowledges and agrees to comply with all Program Rules and CLE Board Regulations and Guidelines.
Provider certifies that the above information (including all information contained in attachments) is true.

Signature: _____

Date: _____

Please do not write in the space below (CLE office use only).

[] Approve [] Deny _____

Date: _____

New accreditation period: _____ to _____