

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 ACCREDITATION OF AN INDIVIDUAL COURSE ACTIVITY (FOR USE BY SPONSORING ORGANIZATION)

Submit an original and one copy of this application and required attachments. If the written materials (item 4) are not available in advance, you may submit this application immediately following the course.

SPONSORING ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

TITLE OF COURSE: _____

DATE(S) OF COURSE: _____

LOCATION(S) OF COURSE: _____

LEVEL OF DIFFICULTY – CONTENT OF COURSE IS APPROPRIATE FOR:

newly admitted attorneys *only* (attorneys admitted two years or less)

experienced attorneys *only* (attorneys admitted more than two years)

both newly admitted and experienced attorneys

HAS THIS COURSE BEEN APPROVED FOR CLE CREDIT IN OTHER STATES?

NO

YES If yes, which state(s)? _____

Application Pending If so, which state(s)? _____

If this course has been submitted for approval in another jurisdiction, you may not need to submit this individual course application to the New York State CLE Board. Please refer to New York's Approved Jurisdiction policy available on the CLE Web site at www.nycourts.gov/attorneys/cle.

REGISTRATION FEE – How much will you charge attorneys to attend this course?

Free of charge Fee of \$ _____ (see item 8 of Required Attachments if a fee is charged)

CERTIFICATION:

(A) Sponsor acknowledges and agrees to comply with all Program Rules and CLE Board Regulations and Guidelines. Sponsor understands that the Program Rules and the CLE Board Regulations and Guidelines are available on the CLE Web site and that printed copies are available by contacting the CLE Board.

(B) Sponsor certifies that the faculty of this program includes no disbarred attorneys.

(C) Sponsor certifies that this application is complete and includes all required attachments.

(D) Sponsor understands that once reviewed, this application will not be re-reviewed to consider additional materials supplied at a later time that should have been submitted with this application.

(E) Sponsor certifies that the above information (including all information contained in attachments) is true.

SPONSOR REPRESENTATIVE (print name) TITLE

SIGNATURE

DATE

Required Attachments – In support of your application:

1. Attach a final version of the timed agenda or timed outline of the course. The agenda/outline must indicate breaks, if any, and identify the presenter(s) of each session.

2. Attach a brochure, advertisement or announcement for the course (if not available, provide a course description).

3. Provide faculty name(s) and credentials, including educational background/degrees. (Note: The faculty must include at least one attorney in good standing who actively participates in the program.)

4. Attach a printed copy of the complete set of written materials distributed for the course. You must organize/label the materials so that they correspond to each session listed on the agenda.

5. Indicate total hours of instruction for which you seek CLE credit (not including breaks, meals or introductions) in each of the applicable categories: *Ethics and Professionalism, Skills, Law Practice Management, Areas of Professional Practice*. (Example: 3 hours Skills)

6. Clearly indicate on the timed agenda/outline all session(s) for which you seek CLE credit in the category of *Ethics and Professionalism*.

7. Describe the audience to which the course is directed and advertised. If open to nonattorneys, you must list the other professional groups invited, estimate the percentage of attorneys in the audience and explain how each session of the course (for which you seek CLE credit) will help attorneys, as attorneys, improve their legal skills.

8. If you charge attorneys a registration fee, your application is ineligible for review without a financial aid policy. Therefore, if you charge a fee, attach a copy of your financial aid policy including the specific procedures attorneys must follow to request financial aid and the specific criteria for award of aid.

9. Indicate method of presentation of course (faculty in room with participants, CD, DVD, teleconference, webconference, online, etc.).

10. If the method of presentation is *not* faculty in room with participants, submit a sample (a copy of the CD or DVD, a password and instructions for online access, etc.). Where a sample is not possible, describe technology (interactive, live or archived, broadcast to numerous sites, etc.).

11. Indicate method of participation (group activity and/or self study).

12. Describe how you will verify that attorneys attended/completed the course.

INCOMPLETE APPLICATIONS WILL BE RETURNED