

DIRECTIONS FOR FILLING OUT CLE FORMS

Please read the entire contents of these directions

1) The videos on this part of the AFC Program website are recommended for viewing by AFC who did not attend the live seminar. AFC may obtain credit for purpose of the Fourth Department AFC Program biennial training requirement. New York State CLE credit is available for attorneys who have been admitted to practice less than two years in the categories of Professional Practice and Law Practice Management only. Pursuant to NYS CLE Board Regulations, attorneys who have been admitted less than two years are ineligible to receive Skills or Ethics and Professionalism credit for viewing recorded videos. You are not entitled to credit if you received credit previously for attending the live program or for viewing the video. It is your responsibility to keep track of your training and not apply for credit to which you are not entitled. The AFC Program will not keep a list of the specific videos for which you received credit.

2) You may choose to view any videos, but **the credits must add up to at least 5.5 credits before you may submit the required forms.** We regret we cannot process applications for less than 5.5 credit hours for purpose of the AFC Program or for NYS CLE requirements.

3) If you need to attend a seminar or watch 5.5 hours of videos on this site before April 1 to remain eligible for panel designation, you should receive a letter to that effect in January. **Please remember that it is your responsibility to ensure that your training is up-to-date. If you are using the video option, we ask that you submit your forms as early as possible before March 1.** To obtain credit for recertification, satisfactory forms must be received before March 1.

4) You will complete one affirmation and one evaluation for each video. **DO NOT send us the forms until you can send one affirmation and one evaluation for each video and the credits total 5.5 hours or more.** We will send them back if all forms are not received at the same time.

5) As you watch the videos, you will periodically see and/or hear a sequence of numbers and letters, e.g., FV95. The number of codes that appear will vary depending on the length of the video. You must enter the codes on the affirmation in the order 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 forms before you submit them.

7) Once you have viewed 5.5 hours of credit or more, send the original affirmations and evaluations together (unstapled, & in chronological date order of original seminar dates) to Jennifer Nealon, Appellate Division, Fourth Dept., Attorneys for Children Program, 50 East Avenue, Rochester, NY 14604.

8) You should receive your CLE certificates within a few weeks of submission. **Please retain your CLE certificates. You will not be able to find out what videos you viewed or obtain duplicate certificates by calling the Program Office.**

Thank you, and we hope you find the "video option" helpful.