2017 FORM A

COURSE SUMMARY:

PLEASE USE FOR ALL LIVE PROGRAMS AND SIMULTANEOUS TRANSMISSIONS

CLE

NEW YORK STATE CONTINUING LEGAL EDUCATION BOARD

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PROVIDER/SPONSORING ORGANIZATION:_____

PROGRAM NAME:_____ **COURSE #:**_____

Was the live program transmitted to other sites? ☐ YES ☐ NO **Please indicate below the number of participants to whom NY CLE credit was awarded in 2017, and the fee charged*, if any.**

	Participants	Fee		Participants	Fee
Live, traditional classroom format	_____	_____	VC=Videoconference	_____	_____
LB=Live Broadcast	_____	_____	VCN=Videoconference for Newly Admitted Attorneys	_____	_____
T=Teleconference	_____	_____	WC=Webconference	_____	_____
			O=Other (please describe) _____	_____	_____
			_____		

DATE: **TIME:** **ORIGINATING LOCATION:**

FINANCIAL AID POLICY AVAILABLE?
☐ FREE COURSE
☐ YES
☐ NO
IF NO, PLEASE EXPLAIN:

FINANCIAL AID POLICY ADVERTISED? ☐ YES ☐ NO

TOTAL FINANCIAL AID REQUESTS:_____ **TOTAL REQUESTS GRANTED:**_____

NUMBER OF ATTORNEY INSTRUCTORS: **NUMBER OF NONATTORNEY INSTRUCTORS:**

TOTAL NUMBER OF NY CLE CERTIFICATES ISSUED:

COURSE EVALUATION SUMMARY Enter total number of responses in appropriate categories below. (Provide a numerical answer, not a check mark or other notation.)

	EXCELLENT	GOOD	FAIR	POOR
CONTENT				
INSTRUCTION				
WRITTEN MATERIALS				
FACILITY (if group activity)				
TECHNOLOGY				

REQUIRED ATTACHMENTS – Please attach the following to your completed Course Summary:

1) a timed agenda
2) a brochure or copy of the course announcement
3) a copy of a completed certificate of attendance (that is, a certificate with the attorney's name, date, location and other required information filled in). Please submit only one sample of a certificate actually issued to an attorney (not a copy of every certificate issued).

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* If there are multiple published fees charged for the course, please use an average.

Please submit your completed Course Summary with the required attachments (agenda, brochure, sample certificate of attendance) as a single PDF file to the following e-mail address:

coursesummary@nycourts.gov

Please use the course number and the date of the course to name the file. For example, if the course number is CRM0123 and the date of the course is January 1, 2017, please name the file:

CRM0123 - 01-01-17

Please call 212-428-2105 if you should have any questions. Thank you.