

# HOW TO GET THE MOST MCLE CREDITS ... (IF YOU ARE A NEW YORK LICENSED ATTORNEY)

July 2005 LAMP CLE Seminar

July 7, 2005

ABA Course ID# 05387

ACCREDITATION IN NEW YORK

- **Accredited Provider Status:** The American Bar Association has been certified by the New York State Continuing Legal Education (CLE) Board as an Accredited Provider of continuing legal education in the State of New York as of April 15, 2001 through April 14, 2004
- **Credit for this course or program:** This course or program has been approved in accordance with the requirements of the New York State CLE Board for a maximum of the credits [and categories of credit imprinted on the face of the Certificate of Attendance for New York Licensed Attorneys Only].
- **Newly Admitted New York licensed attorneys are those attorneys who commence the practice of law in New York during the first two years of admission to the Bar. Newly Admitted attorneys are permitted to earn CLE credit only by taking accredited transitional CLE courses or programs in traditional live classroom settings.** (See New York CLE Board Regulations and Guidelines, for exceptions pertaining to specific exemptions, <http://courts.state.ny.us/Regsrev1.pdf>).
- **New York Transitional CLE Courses:** The American Bar Association's CLE activities designated at a "Basic" level of expertise and presented in traditional live classroom settings do meet the New York State CLE Board's definition of transitional CLE courses. (See New York CLE Board Regulations and Guidelines, page 2, <http://courts.state.ny.us/Regsrev1.pdf> which state that "Transitional ... courses are designed to help recent graduates and newly admitted attorneys establish a foundation in the practical skills, techniques and procedures essential to the practice of law.")

## CERTIFICATE OF ATTENDANCE FOR NEW YORK ATTORNEYS

- **All New York Licensed attorneys attending Live or Satellite programs and seeking Continuing Legal Education Credits should receive a Certificate of Attendance for New York Attorneys before departing.**
- Ask an on-site Program Coordinator to assist in completing and signing the lower portion of the Certificate.
- **If a Certificate of Attendance is not available at the program one will be sent to participants within 60 days upon verification of attendance via the New York Attendance Sign-In Sheet.**
- **All experienced New York licensed attorneys participating in distance learning (non-traditional) CLE programs (including ABA teleconferences, videoconferences, and live webcasts) will receive a Certificate of Attendance designated for New York Attorneys after returning both the Program Evaluation Form and the Attendance**
- New York is a 50-minute state and credit hours must be calculated in no less than 25-minute (.5 hour) increments.
  - Each 0-24 minute session of instruction or other accredited activity shall equal zero (0) CLE credit hours.
  - Each 25-49 minute session of instruction or other accredited activity shall equal one-half (.5) CLE credit hour.
  - Each 50-74 minute session of instruction or other accredited activity shall equal one (1) CLE credit hour.
  - Each 75-99 minute session of instruction or other accredited activity shall equal one and one-half (1.5) CLE credit hours.
  - Each 100-124 minute session of instruction or other accredited activity shall equal two (2) CLE credit hours.
  - Each 125-149 minute session of instruction or other accredited activity shall equal two and one-half (2.5) CLE credit hours.
  - Each 150-174 minute session of instruction or other accredited activity shall equal three (3) CLE credit hours.
- Keep this Certificate for four (4) years for audit purposes.
- **Do not** return your Certificate of Attendance to the ABA.

## PROGRAM EVALUATION FORM

- MCLE state regulators require CLE program evaluations for CLE accreditation.
- Participants in live and satellite CLE programs: Complete your evaluation form and **return** it to the program registration desk before departure.
- Participants in distance learning (non-traditional) CLE program formats including ABA teleconferences, videoconferences, and live webcasts: Complete your evaluation form and **return** it via fax to the fax number indicated on the face of the Evaluation form. This form must be received immediately after participating in the program to be eligible to receive a Certificate of Attendance for New York Attorneys.
- *Do Not* send the evaluation form to the New York CLE Board.
- The ABA will submit evaluation results to the New York CLE Board.
- We value your input and your comments.

### \*\*\* ATTENTION ALL PARTICIPANTS IN DISTANCE LEARNING (NON-TRADITIONAL) PROGRAMS \*\*\*

**After** the ABA Teleconference, Videoconference or Live Webcast, please complete the attached Attendance Confirmation Form. Include your name, address, daytime phone number and MCLE State(s) where credits are to be registered, and your State Bar number(s). Include the number of CLE credit hours you believe you are entitled to claim then sign, date and **return this form**. You may fax the Attendance Confirmation Form to the attention of the ABA Sponsor and Contact Person listed on the face of the form. **Certificates of Attendance for New York Attorneys will be issued only after both the Program Evaluation Form and the Attendance Confirmation Form have been returned.**

Questions?

Contact the ABA Center for Continuing Legal Education MCLE Unit at (312) 988-6217

(NOTE: DISTRIBUTE THIS PAGE WITH EACH NEW YORK CERTIFICATE OF ATTENDANCE)