

## ***HOW TO GET THE MOST MCLE CREDITS ...***

### **ACCREDITATION IN MANDATORY CLE JURISDICTIONS**

MCLE states that require Continuing Education have been notified of this program and credit has been requested. Be aware that each state has its own rules and regulations, including what qualifies for "CLE" credit. Therefore, certain programs may not receive credit in some states. After the conference please check with your state for confirmation of a program's approval.

***All program attendees seeking Continuing Education credits must Sign-in and take a Uniform Certificate of Attendance.***

### **SIGN-IN SHEETS**

You only need to sign-in once unless you are seeking CLE credit from Delaware and New York. Sign-in Sheets will be available near the session rooms.

### **UNIFORM CERTIFICATE OF ATTENDANCE**

Please see the top paragraph of the Certificate for individual MCLE state filing instructions. Iowa and Oregon attorneys should contact their Commission on CLE to verify legal ethics credits requested for any program. Complete the lower portion of the Certificate. Be sure to fill in your Membership, Registration or Supreme Court ID Number. Complete a Certificate for each state to which you are required to report. Keep either the original or a copy of this Certificate for your files.

**Do not** return your Certificate of Attendance to the ABA.

### **PROGRAM EVALUATION FORM**

Complete your evaluation form and return it to the program registration desk before you leave. *Do Not* send the evaluation form to your state agency. The ABA will submit the evaluation results to the state agencies. We value your input and your comments.

### **DELAWARE ATTENDEES**

Delaware attendees must sign in and out of each CLE Session. Sign-in Sheets will be available at the sessions.

### **NEW YORK ATTENDEES**

New York attendees must sign in and out of each CLE Session and will receive the NY Uniform Certificate of Attendance via regular mail with 60 days of the conference. Sign-in Sheets will be available at the sessions.

### **PENNSYLVANIA ATTENDEES**

Pennsylvania attendees will need to complete the Pennsylvania CLE Credit Request Form. The form and additional instructions will be available at the conference.

### **TEXAS ATTENDEES**

Texas attorneys must complete the State Bar of Texas CLE Course Scanner Card to report attendance at this activity. Using a #2 pencil, follow the instructions on the card and clearly fill in the information required. Return completed card to program registration desk before you leave.

The ABA will submit the cards to the Texas Bar Association.

*If you leave without returning your card, the ABA cannot be responsible for reporting your CLE credits.*

### **ARE YOU LICENSED IN A 60-MINUTE OR 50-MINUTE HOUR MCLE STATE**

**60-minute states are:** AL, AZ, AR, CA, DE, GA, ID, IN, IA, KY, LA, ME, MN, MS, MT, NH, NV, NC, ND, OH, OR, PA, SC, TN, TX, UT, VA, VT, WA and WY.

**50-minute states are:** CO, FL, KS, MO, NM, NY, OK, RI, WV and WI.