



## New York State Continuing Legal Education Board 2017 Course Summary Forms

### *Instructions*

*Please follow these instructions in completing your  
2017 Course Summary Forms*

*Send the completed forms with attachments as a single PDF file to:*

**[coursesummary@nycourts.gov](mailto:coursesummary@nycourts.gov)**

**Who must complete a 2017 Course Summary form?** This form must be completed by individuals or organizations whose courses or programs have been individually accredited by the New York State CLE Board (either for a specific date or for repeat presentations) and who award New York CLE credit to at least one attorney for participation in a course, or completion of a course, in 2017. This form must be completed whether the course or program occurred inside or outside of New York State.

**What if my organization offered a New York accredited course but did not ultimately award New York CLE credit to any participant?** Instead of completing a 2017 Course Summary form, send a letter to the CLE Board, at the above e-mail address, explaining that you did not award New York CLE credit to any participant.

**What if my organization received approval from the CLE Board to offer a course but did not ultimately offer the course?** Instead of completing a 2017 Course Summary form, send a letter to the CLE Board, at the above e-mail address, explaining that your course was not offered.

**When do I use “Form A” vs. “Form B”?** “Form A” must be used for all live classroom-format programs and any simultaneous transmissions of such programs, such as teleconferences and videoconferences. “Form B” must be used for prerecorded formats, such as DVDs and CDs. Please refer to the instructions, on the following pages, for completing each form.

**When must a completed 2017 Course Summary form be submitted to the CLE Board?** “Form A” must be submitted to the CLE Board within 60 days after the occurrence of the program or by January 31, 2018, whichever is earlier. “Form B” must be submitted by January 31, 2018.

**Additional questions?** If you have additional questions after reading the instructions, call the CLE office at (212) 428-2105 or toll free for calls from outside New York City at 1(877) NYS-4CLE.

## New York State Continuing Legal Education Board 2017 Course Summary Forms

<b>Instructions for “Form A”: Live/Simultaneous Transmission Formats</b>
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Complete a separate form for *each presentation* of a course or program that took place in 2017. For example, if a live course was presented from 9:30 a.m. to 10:30 a.m. on a particular day and the same course was repeated on the same day from 1:30 p.m. to 2:30 p.m., complete a separate “Form A” for each presentation. If a live program was presented only once but was simultaneously teleconferenced, complete *one* “Form A” (*not* one for the live classroom-format program and a separate form for the teleconference).

**Provider/Sponsoring Organization:** Enter the name of the organization or individual approved by the New York State CLE Board to offer the individual course or program. Please use the name that appears on the CLE Board’s letter of accreditation.

**Program Name:** Enter the name of the course or program as it appears on the associated CLE materials, such as the brochure, timed agenda and certificates of attendance.

**Course #:** Enter the course number assigned to the course or program by the CLE Board. (This number should appear on the first page of the CLE Board’s letter of accreditation.)

**Was the live program transmitted to other sites?** Check “yes” if your live classroom-format course or program was also simultaneously transmitted. For example, if the live classroom-format program was presented in New Jersey and also simultaneously transmitted via a live broadcast to New York, check “yes.” If you presented the CLE course or program *only* in the live classroom format, check “no.”

**Please indicate below the number of participants to whom NY CLE credit was awarded in 2017, and the fee charged, if any:** Under the section marked “**Participants**,” for each format, enter the total number of participants to whom New York CLE credit was awarded for attendance at this particular course. Under the section marked “**Fee**,” enter the published fee for the course or program, per participant. If there are multiple published fees for the course or program, please use an average of those fees (rounded to the nearest dollar). For example, if the course fee is \$20 for members and \$30 for non-members, the amount that should be entered in the “Fee” column is “25.”

**Date:** Enter the date that the CLE course or program took place. If a single course or program continued over several days, enter the start and end dates. For example, if a course takes place on January 21, 2017, January 22, 2017 and January 23, 2017, please enter “January 21-23, 2017.”

## 2017 Course Summary “Form A” Instructions (continued)

**Time:** Enter the time that the live classroom-format program took place.

**Originating Location:** The “Originating Location” is the location of the live classroom-format program. If the location of the live classroom-format program is in New York State, enter “NYC” if it took place in one of the five boroughs of New York City, or if the program took place outside of New York City, enter the name of the *county* and NY. For example, if the live classroom-format program took place in Syracuse, enter “Onondaga, NY” (the county name and NY). If the location of the live classroom-format program is outside of New York State, please enter the city and state (or country, if outside of the United States).

**Financial Aid Policy Available:** Effective September 1, 2004, a financial aid policy must be made available to New York attorneys for all New York accredited CLE courses or programs offered for a fee. If you had a financial aid policy available for this CLE course or program in accordance with section 8(A)(4)(i) of the Regulations and Guidelines, check “yes.” Otherwise, check “no.” If you charged a fee for the course and you check “no,” provide an explanation. If you offered the course free of charge, check “free course.”

**Financial Aid Policy Advertised:** If you had a financial aid policy *and* you advertised its existence in accordance with section 8(A)(4)(i) of the Regulations and Guidelines, check “yes.” Otherwise, check “no.” (Please note that effective September 1, 2004, a financial aid policy must be made available to New York attorneys for all New York accredited CLE courses or programs offered for a fee. A statement as to the existence of such a financial aid policy and the procedure for applying for consideration for financial aid must be included in all CLE advertisements and brochures, whether those advertisements and brochures are printed or distributed electronically.)

**Total Financial Aid Requests:** Enter the total number of financial aid requests that you *received* in connection with the CLE course for which you are completing this form.

**Total Requests Granted:** Enter the total number of financial aid requests that you *granted* in connection with the CLE course for which you are completing this form.

**Number of Attorney Instructors:** Enter the total number of attorneys that presented, spoke, taught, moderated or participated in a panel at your CLE course or program.

**Number of Nonattorney Instructors:** Enter the total number of individuals who are not attorneys, who presented, spoke, taught, moderated or participated in a panel at your CLE course or program.

**Total Number of NY CLE Certificates Issued:** Enter the total number of New York CLE Certificates of Attendance issued to participants for attendance at this particular course. (This should be equal to the sum of all of the participants listed under each format, above.)

**Course Evaluation Summary:** This section asks for the total number of responses for each category. A numerical answer is sought (not a check mark or other notation). For example, if 10 people attended a course or program and 8 people rated the content of the program as “Excellent” and 2 people rated the content as “Good,” enter “8” in the “Excellent” column for “Content” and “2” in the “Good” column. If you used a written evaluation questionnaire that does not correspond to the requested information in the Course Evaluation Summary, tally the information as best you can in the columns provided on the form and include a sample of your written evaluation questionnaire with an explanation describing how you tallied the responses.

**Required Attachments:**

**1) Timed Agenda:** The timed agenda should indicate, for each session, the start and end times, the time allotted for breaks (if any), the speaker(s) and a description of the content of each session.

**2) Brochure:** Submit a brochure or copy of the course announcement.

**3) Copy of a Completed Certificate of Attendance:** Submit one 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 that was actually issued to an attorney (not a copy of every certificate issued).

## Instructions for “Form B”: Prerecorded Formats

Complete a **separate form for each prerecorded program, *not format***, for which NY CLE credit was awarded to an attorney for completion of the program in 2017. For example, if you received approval from the CLE Board to offer two separate programs via CD, and seven attorneys received NY CLE credit for listening to one of the CDs in 2017, and no NY CLE credit was awarded for listening to the second CD in 2017, complete only one “Form B.” If one program was offered on CD and also on DVD, complete one “Form B.”

**Provider/Sponsoring Organization:** Enter the name of the organization or individual approved by the New York State CLE Board to offer the individual course or program. Please use the name that appears on the CLE Board’s letter of accreditation.

**Program Name:** Enter the name of the course or program as it appears on the associated CLE materials, such as the brochure, agenda and certificates of attendance.

**Course #:** Enter the course number assigned to the course or program by the CLE Board. (This number should appear on the first page of the CLE Board’s letter of accreditation.)

**Date created:** Indicate the date the course or program was recorded. For example, if a live classroom-format program took place on December 10, 2016 and was recorded that day, the “date created” is December 10, 2016, even though the course or program may have not been available to attorneys in the DVD format until January 2017.

**Please indicate below the number of participants to whom NY CLE credit was awarded in 2017, and the fee charged, if any:** Under the section marked “**Participants**,” for each format, enter the total number of participants to whom New York CLE credit was awarded for completion of this program in 2017. Under the section marked “**Fee**,” enter the published fee for the course or program, per participant. If there are multiple published fees for the course or program, please use an average of those fees (rounded to the nearest dollar). For example, if the cost of a DVD is \$30 for members and \$40 for non-members, the amount that should be entered in the “Fee” column for the DVD format is “35.”

**Financial Aid Policy Available:** Effective September 1, 2004, a financial aid policy must be made available to New York attorneys for all New York accredited CLE courses or programs offered for a fee. If you had a financial aid policy available for this CLE course or program in accordance with section 8(A)(4)(i) of the Regulations and Guidelines, check “yes.” Otherwise, check “no.” If you charged a fee for the course and you check “no,” provide an explanation. If you offered the course free of charge, check “free course.”

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