



NEW YORK STATE CONTINUING LEGAL EDUCATION BOARD

Email: cle@nycourts.gov Website: www.nycourts.gov/attorneys/cle

APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL COURSE ACTIVITY (For an INDIVIDUAL ATTORNEY seeking CLE credit for participation in a program)

Each attorney seeking CLE credit for participation in a course must complete and submit this application within 30 days of the conclusion of the course or program via email to cle@nycourts.gov and:

- Type all responses (no handwriting please);
- Include all required attachments (items 1–5) and respond to all questions;
- Label attachments and send each attachment as a separate PDF; and
- Note that we can accept emails up to 15 MB with attachments.

Attorney Information

Attorney Name _____ Year Admitted in New York _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Course Information

Title of Course _____

Date(s) of Course _____

Location/Format of Course _____

Has this course been approved for CLE credit in other states? Yes No

If 'Yes,' please list each state _____

Is the course pending approval for CLE credit in other states? Yes No

If 'Yes,' please list each state _____

Tip: If this course has been approved for CLE credit or submitted for CLE approval in another jurisdiction, you may not need to submit this application to the New York State CLE Board. Please contact the course sponsor for information relating to CLE approval or submission in other jurisdictions. Please read [New York's Approved Jurisdiction policy](#).

Sponsor Information

Sponsor of Course _____

Location of Sponsor's Headquarters (indicate State or Jurisdiction) _____

Sponsor's Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Required Attachments

Please check each box below to indicate that you have included the required attachments:

1. **Proof of Attendance** (Attach proof of your attendance, such as a certificate of attendance signed by the sponsor. Please note that confirmation of payment for a conference does not constitute proof of attendance.)
2. **Brochure** (Attach a brochure, advertisement, course description, or announcement for the course.)
3. **Agenda** (Attach the timed agenda or timed outline of the course. If multiple sessions, indicate sessions attended.)
If applicable, indicate on the timed agenda/outline all session(s) for which you seek CLE credit in **Ethics and Professionalism** and/or **Diversity, Inclusion and Elimination of Bias**.
4. **Written Materials** (Attach a complete set of written materials for the sessions that you participated in and were distributed for the course. You must label and organize the materials so that they correspond to each session listed on the agenda.)
5. **Faculty Biographies** (Attach a biography for each faculty member. It should include educational background and degrees earned. Note: The faculty must include at least one attorney in good standing who actively participates in the program.)

If you are unable to include any of the required attachments, explain why below.

Questions

6. Was this course held as a live event, a prerecorded event, or a combination of both?

Live - Were questions allowed during the course? Yes No

Prerecorded

Both live and prerecorded - Were questions allowed during the live portion? Yes No

7. How did you participate in this course?

Physically seated in a group in the same location

Individual dial-in/log-in, other type of self-study (if other type of self study - describe below)

Both - different sessions had different methods of participation

8. How was your attendance/completion of the course verified by the sponsor (sign-in sheet, course code(s), etc.)?

9. To whom was this course directed and advertised (attorneys, CPAs, etc.)? Describe the audience.

10. What are the total minutes of instruction (not including breaks, meals, or introductions) for which you are seeking CLE credit in each of the applicable categories: [Areas of Professional Practice](#); [Diversity, Inclusion and Elimination of Bias](#); [Ethics and Professionalism](#); [Law Practice Management](#); [Skills](#). (For example, 60 minutes Skills.)

11. Are you seeking credit as a presenter? Yes No - If 'Yes,' describe your participation (speaker, moderator, panel member) and indicate the sessions presented/sessions attended.

Please check to see you have responded to all items.

Incomplete applications will not be reviewed.

I certify that all information contained in this application is true, I am the attorney requesting credit, and typing my name below will represent my signature.

Attorney Name _____ Date _____