



# NEW YORK STATE CONTINUING LEGAL EDUCATION BOARD

Email: [yearendreport@nycourts.gov](mailto:yearendreport@nycourts.gov) • Website: [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle)

## Accredited Provider - Year-End Report - 2023

Please follow these instructions in completing your 2023 Accredited Provider Year-End Report.

- Email the completed Year-End Report, CLE Activity Table and all attachments as PDF file(s), (up to 15 MB total) to: [yearendreport@nycourts.gov](mailto:yearendreport@nycourts.gov).
- All submissions should be emailed no later than **January 31, 2024**.

## About the Year-End Report

The 2023 Accredited Provider Year-End Report summarizes information included in the CLE Activity Table. Enter all required data for the year into the CLE Activity Table and then complete the Report from the information contained in the Table.

All organizations and individuals that were New York State CLE Accredited Providers during any part of calendar year 2023 must submit a Year-End Report. (If your organization was initially granted Accredited Provider status during 2023, include courses that were presented on or after the start date of your Accredited Provider status.)

Complete the CLE Activity Table ("Table"), which will provide detailed information for 2023 programs. After all your 2023 CLE programs have been entered in the Table, complete the Year-End Report ("Report"), which contains contact information and a summary of your organization's 2023 CLE activity.

### Include in the Table

1. All traditional live classroom-format (format 1) programs that took place in New York State during calendar year 2023 for which at least one New York CLE Certificate of Attendance was issued.
2. All traditional live classroom-format (format 1) programs that took place outside of New York State during 2023 for which at least one New York CLE Certificate of Attendance was issued.
3. All live simultaneously transmitted (formats 2, 3 & 4) programs that took place during 2023 for which at least one New York CLE Certificate of Attendance was issued.
4. All prerecorded/on-demand (format 5) programs for which at least one New York CLE Certificate of Attendance was issued during 2023.
5. All other (format 6) programs for which at least one New York CLE Certificate of Attendance was issued during 2023.

**Note:** For programs described in (2), (3), (4), and (5) above, if New York credit was issued only for faculty participation, do not include the program in the CLE Activity Table.

If none of your courses qualify for inclusion in the Table under the above guidelines, then submit only the one-page 2023 Year-End Report, entering zeroes where appropriate.

## CLE Activity Table - Instructions

The Table must be completed for your 2023 CLE programs before the Report can be completed.

### **Program/Course**

Generally, you will enter a program just once. However, for repeat presentations of a program, make a separate entry for each date. If the credit awarded for a program is different for the live and recorded versions (for example, because of editing in the recorded version), make a separate entry for each. Otherwise, enter the program only once, filling in information for multiple formats, if applicable, in the spaces provided on the form.

### **Name**

Enter the program name as it appeared on the New York CLE Certificates of Attendance.

### **Content appropriate for newly admitted attorneys? (Y or N)**

If *all* program content was appropriate for experienced attorneys *only* (nontransitional), indicate “N”; otherwise indicate “Y.”

### **Ethics and Professionalism credit issued? (Y or N)**

If you issued Ethics and Professionalism credit for *any* portion of the program, indicate “Y”; otherwise indicate “N.”

### **Diversity, Inclusion and Elimination of Bias credit issued? (Y or N)**

If you issued Diversity, Inclusion and Elimination of Bias credit for *any* portion of the program, indicate “Y”; otherwise indicate “N.”

### **Cybersecurity, Privacy & Data Protection-Ethics credit issued? (Y or N)**

If you issued Cybersecurity, Privacy & Data Protection-Ethics credit for *any* portion of the program, indicate “Y”; otherwise indicate “N.”

### **Cybersecurity, Privacy & Data Protection-General credit issued? (Y or N)**

If you issued Cybersecurity, Privacy & Data Protection-General credit for *any* portion of the program, indicate “Y”; otherwise indicate “N.”

### **Date**

For live and simultaneously transmitted programs, and for prerecorded/on-demand programs presented in a *group* setting, enter the date of the presentation. For prerecorded/on-demand programs completed individually through *self-study*, enter the *date the program was recorded*. (For repeated presentations, make a separate entry for each date.) For multi-day programs, enter the start and end dates.

### **County**

Complete *only* for traditional live classroom-format programs that took place in *New York State*. For programs that took place in New York City, enter “NYC” **or** the name of the *county* in NYC (Bronx, Kings, New York, Queens or Richmond); for programs that took place outside of New York City, enter the name of the *county* in New York State in which the program took place.

## CLE Activity Table - Instructions (continued)

### Average Fee per Participant

Under “*Live (1-4)*,” enter the published fee for the live classroom and/or live simultaneous transmissions of the program. Under “*Prerecorded/On-Demand (5)*,” enter the fee for prerecorded formats. Under “*Other (6)*,” enter the fee for other formats. If there are multiple fees, use an average of those fees (rounded to the nearest dollar). If no fee was charged, enter “0.”

### Number of CLE Credit Hours

Under “*Total*,” enter the total number of CLE credit hours awarded to each attendee of the program.

### Financial Aid

Under “*# Requests*,” enter the total number of financial aid requests, if any, received for the program. Under “*# Granted*,” enter the total number of those requests that were granted.

### Number of New York CLE Certificates of Attendance Issued for Each Format

For each format in which the program was presented, enter the number of attendees that were issued a New York CLE Certificate of Attendance for that particular format. For example, if a traditional live classroom program (all faculty members are physically together in the same location with at least one attendee in the same location) was also webconferenced to remote attendees (e.g., Zoom, GoToMeeting, ect.) and the webconference participants were permitted to ask questions during the program, enter the number of New York CLE Certificates of Attendance issued to attendees in the classroom setting next to “Format 1,” and the number of New York CLE Certificates of Attendance issued to the webconference participants next to “Format 3.”

**Format 1: Traditional Live Classroom Format** (all faculty members are physically together in the same location with at least one attendee in the same location.)

**Format 2: Live simultaneous transmission where questions are allowed during the program** (Live programs, including webconferences [e.g., Zoom, GoToMeeting, etc.] or teleconferences, where questions are permitted during the program.)

**Format 3: Live simultaneous transmission where questions are not allowed during the program** (Live programs, including webcasts or broadcasts, where questions are not permitted during the program.)

**Format 4: Fully interactive videoconference** (Live videoconference where every participant and faculty member in every location can see and hear every participant and every faculty member in any location who asks or answers a question during the program.)

**Format 5: Prerecorded/On-Demand** (Prerecorded programs that contain audio or audio/video components, including online video/video files [e.g., vodcast, MP4], online audio/audio files [e.g., podcast, MP3]; *enter the number of Certificates of Attendance issued during 2023.*)

**Format 6: Other** (programs offered in any format not included in Formats 1 through 5, above; describe the format in the space provided on the Report.)

### Restrictions on Type of Participation for Each Format

**Formats 1 and 4 are limited to group participation** - where participants are physically seated together - **only**.

**Formats 2, 3, 5, and 6** may be presented in **either group participation** - where participants are physically seated together - **or in individual participation** - where each participant is alone and participates (e.g., logs into a webconference, or views an online video recording) from a remote location.

## 2023 Accredited Provider Year-End Report – Instructions

Please supply current contact information for your organization. (If contact information has changed, please send updated information to [CLENYAP@nycourts.gov](mailto:CLENYAP@nycourts.gov).) Items 1 through 7 should be compiled from the information contained in your completed CLE Activity Table.

For items below, enter the **total number of *Programs*** (*not* the total number of participants).

1. **Total number of traditional live classroom-format (Format 1) programs offered *in New York State* in 2023:** Enter the total number of ***programs*** with an entry on the Table in the “*Format 1*” box for which you indicated a “*County*.” (Reminder: “*County*” should be entered only for traditional live classroom-format programs that took place in New York State.)
2. **Total number of traditional live classroom-format (Format 1) programs offered *outside of New York State* in 2023:** Enter the total number of ***programs*** listed on the Table where you made an entry in the “*Format 1*” box, but no entry for “*County*.” (Reminder: programs that took place outside of New York State, *but for which no New York CLE attendance credit was issued* should *not* be included in the Table.)
3. **Total number of live simultaneous transmission-format programs where questions were allowed during the program (Format 2) offered in 2023:** Enter the total number of ***programs*** with an entry in the Table in the “*Format 2*” box.
4. **Total number of live simultaneous transmission-format programs where questions *were not allowed* during the program (Format 3) offered in 2023:** Enter the total number of ***programs*** with an entry in the “*Format 3*” box.
5. **Total number of fully interactive videoconference-format (Format 4) programs offered in 2023:** Enter the total number of ***programs*** with an entry in the Table in the “*Format 4*” box.
6. **Total number of prerecorded/on-demand (Format 5) programs for which New York CLE Certificates of Attendance were issued in 2023:** Enter the total number of ***programs*** with an entry in the “*Format 5*” box.
7. **Total number of programs presented in a format not included above, “Other,” (Format 6) for which New York CLE Certificates of Attendance were issued in 2023:** Enter the total number of ***programs*** with an entry in the “*Other (6)*” box. Describe the format in the space provided on the Report. If additional space is needed, attach a sheet to the Report with a description of the “other” format.
- 8a. **Total number of programs offering credit in “Ethics and Professionalism”:** Enter the total number of ***programs*** for which you offered Ethics and Professionalism credit for *any* portion of the program.
- 8b. **Total number of programs offering credit in “Diversity, Inclusion and Elimination of Bias”:** Enter the total number of ***programs*** for which you offered Diversity, Inclusion and Elimination of Bias credit for *any* portion of the program.
- 8c. **Total number of programs offering credit in “Cybersecurity, Privacy and Data Protection-Ethics”:** Enter the total number of ***programs*** for which you offered Cybersecurity, Privacy and Data Protection-Ethics credit for *any* portion of the program.

## 2023 Accredited Provider Year-End Report – Instructions (continued)

- 8d. **Total number of programs offering credit in “Cybersecurity, Privacy and Data Protection-General”:** Enter the total number of **programs** for which you offered Cybersecurity, Privacy and Data Protection-General credit for *any* portion of the program.
9. **Financial Aid:** Add up the **total number of requests** for financial aid from the “# Requests” boxes in the Table, and enter this total. Similarly, enter the **total number of requests granted**, from the “# Granted” boxes in the Table.
10. As detailed in **item 10**, please include **ALL of the following attachments to your Report:**
- **CLE Activity Table:** Include detailed information for all 2023 programs described in the list on page 1 of these instructions.
  - **Attendance Verification Procedures:** Include a description of your organization’s attendance verification procedures for **every format** in which it is approved to present programs, including the traditional live-classroom format. Please include all relevant attendance verification forms.
  - **Financial Aid Policy:** If a fee is charged for **any** 2023 programs, include a description of your financial aid policy.
  - **Sample Program:** Submit a sample program presented by your organization in 2023 that is representative of the type and caliber of the CLE program your organization provides to New York attorneys with the following attachments:
    - a. course brochure or announcement;
    - b. timed agenda;
    - c. speaker biographies;
    - d. **complete** set of written materials distributed to attendees;
    - e. attendance list;
    - f. a sample evaluation questionnaire; and
    - g. sample completed New York CLE Certificates of Attendance, one for an **attende**e and one for a **faculty member**.

Please **email** a completed Year-End Report, CLE Activity Table and all attachments, as PDF file(s), (up to 15 MB total) to: [yearendreport@nycourts.gov](mailto:yearendreport@nycourts.gov)

All submissions should be emailed on or before **January 31, 2024**.

Please **do not mail** printed copies of the Year-End Report, Activity Table or Attachments.