

## **New York State CLE Board Regulations and Guidelines 8(A)(2)(b)**

- 2. Supporting Information**—Applications shall be submitted with all required attachments. Required attachments include, but are not limited to:
- a. timed course or program outline;
  - b. faculty biographies, including educational background and degrees; and for attorney faculty members, the jurisdiction(s) in which admitted to practice law;
  - c. complete set of written materials for the course or program;
  - d. computation of New York credit hours;
  - e. breakdown of categories of credit;
  - f. financial aid policy as required under section 8(A)(4)(i) of these Regulations and Guidelines;
  - g. attendance verification procedures; and
  - h. sample or description of any nontraditional course format(s) as required under section 8(A)(5) of these Regulations and Guidelines.