

New York State CLE Board Regulations and Guidelines 8(B)(3)(c)(ii)

- 3. Application**—An organization seeking Accredited Provider status shall complete the New York State Continuing Legal Education Board “Application for Accredited Provider Status.” A completed application form and supporting information must accompany all requests for Accredited Provider status. A maximum of one application for Accredited Provider status will be approved per continuing legal education provider.
 - a. Application Deadline**—An application for Accredited Provider status may be submitted as soon as the eligibility requirements for Accredited Provider status have been satisfied.
 - b. Course or Program Sampling**—All applications for Accredited Provider status shall include a list of CLE courses sponsored, organized and administered by the applicant within the prior three (3) years. The list shall include the title, date, location and faculty names for each course or program, and shall indicate which faculty members, if any, are attorneys. The application shall also be accompanied by supporting information for three (3) of those courses or programs, two (2) presented during the 18 months prior to the date of the application, and one (1) presented 18 to 36 months prior to the date of the application.
 - c. Supporting Information**—Applications for Accredited Provider status shall be accompanied by all required attachments for each course or program submitted for the CLE Board’s review. Failure to do so will delay consideration of the application. Required attachments for each submitted course or program include, but are not limited to:
 - i. timed course or program outline;
 - ii. faculty biographies, including educational background and degrees; and for attorney faculty members, the jurisdiction(s) in which admitted to practice law;
 - iii. complete set of written materials distributed to attendees;
 - iv. computation of New York credit hours;
 - v. breakdown of categories of credit;
 - vi. financial aid policy as required under section 8(A)(4)(i) of these Regulations and Guidelines;
 - vii. attendance verification procedures; and
 - viii. sample or description of any nontraditional course format(s) as required under section 8(B)(5) of these Regulations and Guidelines.