

B. Accredited Provider Status

1. **Accreditation** – Continuing legal education courses or programs sponsored by Accredited Providers that meet the standards for accreditation of individual courses as set forth in section 8(A)(4) of these Regulations and Guidelines are deemed approved for credit for a period of three (3) years from the date of the grant of such status, for traditional live classroom settings only, unless otherwise indicated in the CLE Board approval letter.
2. **Eligibility** *[revised effective January 1, 2016]* – Accredited Provider status is limited to legal organizations that have sponsored, organized and administered eight (8) or more separate and distinct continuing legal education courses or programs within the prior three (3) years, with at least five (5) programs presented during the 18 months prior to the date of the application, and at least three (3) programs presented between 18 and 36 months prior to the date of the application. These programs must be offered in New York, or offered out of state and not accredited by a New York Approved Jurisdiction, and must meet the standards set forth in section 8(A)(4)(a)-(j) of these Regulations and Guidelines. A “legal organization” is defined as a provider whose courses are (1) taught primarily by attorneys and (2) designed primarily for attorney audiences. Committees, departments or divisions of New York Accredited Providers are not eligible for Accredited Provider status unless otherwise approved by the New York State CLE Board.
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;
- 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.

4. **Standards for Approval** – Accredited Provider status may be granted, at the discretion of the CLE Board, to applicants satisfying the following criteria:

- a. The provider has met the eligibility requirements set forth in section 8(B)(2) of these Regulations and Guidelines.
- b. The provider has established CLE Board-approved financial aid policies and procedures in accordance with section 8(A)(4)(i) of these Regulations and Guidelines. Upon grant of Accredited Provider status, providers shall include a statement that they have a financial aid policy and shall identify the procedure for applying for consideration in all of their continuing legal education announcements, advertisements and brochures in accordance with section 8(A)(4)(i) of these Regulations and Guidelines.

- c. The provider has established CLE Board-approved procedures for verifying that an attorney completed a course, or completed a session of a course, for each format and method of presentation (group participation and/or self-study) for which approval is sought, in accordance with sections 8(A)(4)(j) and 8(B)(5) of these Regulations and Guidelines.
5. **Nontraditional Formats** – A nontraditional format is any format other than the traditional live classroom format. Nontraditional formats include, but are not limited to, the various forms of audio recordings and video recordings, live broadcasts, teleconferences, videoconferences, webconferences and online courses. In addition to the requirements set forth in the Program Rules and these Regulations and Guidelines, providers that wish to have one or more nontraditional formats approved shall submit the following for each format:
 - a. a description of the method of participation (group activity and/or self-study);
 - b. a description of the procedures used by the provider to verify that an attorney completed an entire course or an entire session of a course, noting that a provider’s attendance verification procedures may not rely solely on statements made by participating attorneys, and must be appropriate for both the method of presentation and the format; and
 - c. a sample of each type of nontraditional format (compact disc, audiotape, etc.), or for an online program, a password and instructions for online access. Where submission of a sample may not be possible (e.g., for a webconference or teleconference), the provider shall submit a description of the technology used (including whether the program is live or archived and the level of interactivity).
6. **Announcement Pending Approval** – Providers of courses or programs for which Accredited Provider status has been sought but not yet approved may announce:

“Application for New York Accredited Provider status is currently pending.”
7. **Announcement** – Where a provider has applied for and has been approved as an Accredited Provider, the provider may announce in information brochures or registration materials the following:

“[Provider] has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education.”

8. Renewal of Accredited Provider Status

- a. An Accredited Provider may request renewal of its Accredited Provider status for an additional three-year period. The request shall be made in writing to the CLE Board at least 45 days before the end of the accreditation period.
- b. The CLE Board shall determine if there are pending or past breaches of the Program Rules or of these Regulations and Guidelines, and the Board, at its discretion, may condition renewal of the Accredited Provider status upon the provider meeting additional requirements specified by the CLE Board. The provider shall be furnished with written notice by first class mail of the CLE Board’s determination to approve, conditionally approve, or deny the request for renewal of Accredited Provider status.
- c. If a request for renewal is timely, the Accredited Provider status shall continue until the CLE Board acts on the application.
- d. If an application for renewal is not received by the CLE Board at least 45 days before the end of the accreditation period, the provider’s Accredited Provider status will terminate at the end of the period. Any application received thereafter shall be considered by the CLE Board as an initial request for Accredited Provider status.
- e. Eligibility for renewal of Accredited Provider status is limited to legal organizations that have sponsored, organized and administered, during their three-year accreditation period, eight (8) or more separate and distinct continuing legal education courses or programs offered in New York, or offered outside of New York and not approved by an Approved Jurisdiction, that meet the standards set forth in section 8(A)(4)(a)-(j) of these Regulations and Guidelines.