

Coronavirus and the NYS CLE Office

Updated June 8, 2020: Changes to CLE Program Format Restrictions in Response to COVID-19 Coronavirus Extended through October 31, 2020 & NYS CLE Board Staff Communications and Review of Applications

Changes to CLE Program Format Restrictions in Response to COVID-19 Coronavirus: In an effort to address the growing concerns related to the spread of the COVID-19 Coronavirus, the CLE Board will implement the following changes, effective March 11, 2020 through **October 31, 2020**.¹

- **Newly Admitted Attorneys:** Newly admitted attorneys (those admitted to the New York State Bar for two years or less) may participate in Skills CLE courses in the following live, nontraditional formats, where questions are allowed during the program:
 - a. webconference,
 - b. teleconference, and
 - c. videoconferenceby individual participation (self-study) or group participation.
- **New York State CLE Accredited Providers (Not Individual Course Providers):** NYS CLE Accredited Providers may offer CLE programs in the above-listed formats and the above-listed methods of participation, provided they do so in accordance with all applicable requirements set forth in the *Program Rules and Regulations*.

NYS CLE Board Staff Communications and Review of Applications: The NYS CLE Board staff is working remotely and will make every attempt to answer your inquiries and review applications to the extent possible. Please note that our responses may be delayed, and we appreciate your patience during this time.

- **General Inquiries:** Unfortunately, we are unable to answer telephone calls at this time. Please email your general inquiries to cle@nycourts.gov.
- **Applications for Extension of Time to Complete CLE Requirement, Waiver or Modification of CLE Requirement:** Please note you must submit these applications via email to cleoffice@nycourts.gov. If you submitted these applications from January 1, 2020 onwards and have not received a response from the NYS CLE office, please resubmit them via email to cleoffice@nycourts.gov.
- **Accredited Providers:** If your organization is a NYS CLE Accredited Provider, please send emails related to your Accredited Provider status to CLENYAP@nycourts.gov.

¹ Should conditions warrant, these changes may be extended. The first iteration of the “Changes to CLE Program Format Restrictions in Response to COVID-19 Coronavirus” extended these changes through June 30, 2020.

- If you are unsure if your organization is a NYS CLE Accredited Provider or have a general CLE inquiry, then send your email to cle@nycourts.gov.
- We can accept emails up to 15 MB with attachments. Please send attachments in PDF format only.
- **Pro Bono CLE Providers:** If your organization is a NYS Approved Pro Bono CLE Provider, please send emails to cle@nycourts.gov.
 - You may submit your 2019 Year-End Report by email. We can accept emails up to 15 MB with attachments. Please send attachments in PDF format only. Although Year-End Reports were due by March 31, 2020, you may request additional time to submit your report, if needed.
- **Applications for Accreditation of an Individual Course Activity by a Sponsoring Organization or by an Individual Attorney:** To submit an Application for Accreditation of an Individual Course Activity, you must email the completed application with the required attachments to cle@nycourts.gov **AND** mail your printed application with required attachments to NYS CLE Board, 25 Beaver Street, Room 888, New York, NY 10004.
 - We will review fully completed applications **only**, so please answer all required questions and submit all required attachments with your application.
 - We can accept emails up to 15 MB with attachments. Please send attachments in PDF format only.
 - Please attach each required attachment (agenda, brochure/course description, faculty biographies, written materials, for sponsoring organizations—sample attendance verification forms, for attorneys—proof of attendance) as a separate PDF.
 - For multi-session programs, the written materials for each session should be attached as a separate, single PDF containing all the written materials for the session and clearly indicating the name of the session.
 - For sponsoring organizations—please be sure you are able to verify the attendance of participants. For programs presented in a live webconference/teleconference (individual dial in/log in) format, please try to use course codes as part of your attendance verification procedure. See [here](#).
 - You can mail the printed application at a later date when safe to do so; we require a printed copy of your application for our records.
- **Course Summaries:** For individual course sponsors of approved NY CLE programs, please continue to email your course summary and required attachments to coursesummary@nycourts.gov.
 - Before emailing the file, please combine your course summary and required attachments into one PDF.

At this time, we are unable to review the following applications:

- **Publication Credit:** We are unable to review Applications for Publication Credit via email. Applications should be mailed to NYS CLE Board, 25 Beaver Street, Room 888, New York, NY 10004.
- **Extension of Hybrid Accreditation:** To request an extension of hybrid accreditation, sponsors must submit the Application for Extension of Hybrid Accreditation via email as a PDF to cle@nycourts.gov **AND** mail the application to NYS CLE Board, 25 Beaver

Street, Room 888, New York, NY 10004. The hybrid accreditation will continue until the CLE Board staff reviews your application upon our return to the office.

- We can accept emails up to 15 MB with attachments.
 - You can mail the printed application at a later date when safe to do so; we require a printed copy of your application for our records.
- **Accredited Provider Status:** We are unable to review Applications for Accredited Provider Status via email. Applications should be mailed to NYS CLE Board, 25 Beaver Street, Room 888, New York, NY 10004.

Prior Updates:

Updated April 13, 2020: NYS CLE Board Staff Communications and Review of Applications

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- **Accredited Providers:** If your organization is a NYS CLE Accredited Provider, please send emails related to your Accredited Provider status to CLENYAP@nycourts.gov.
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Effective March 11, 2020: Changes to CLE Program Format Restrictions in Response to COVID-19 Coronavirus

In an effort to address the growing concerns related to the spread of the COVID-19 Coronavirus, the CLE Board will implement the following changes, effective immediately through June 30, 2020:²

- **Newly Admitted Attorneys:** Newly admitted attorneys (those admitted to the New York State Bar for two years or less) may participate in Skills CLE courses in the following live, nontraditional formats, where questions are allowed during the program:
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