New York State Continuing Legal Education Board

25 Beaver Street, Room 888, New York, NY 10004
Phone: (212) 428-2105 • E-mail: CLE@nycourts.gov
Website: www.nycourts.gov/attorneys/cle

APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL COURSE ACTIVITY (FOR USE BY SPONSORING ORGANIZATION)

To apply, please: (a) email your completed application, along with all required attachments, to CLE@nycourts.gov, AND (b) mail a printed copy of your application, with all required attachments, to NYS CLE Board, 25 Beaver Street, Room 888, New York, NY 10004. We can accept emails up to 15 MB with attachments. Please use PDF format only. (If the written materials – item 4 of the required attachments – are not available in advance, you may submit this application immediately following the course.)

SPONSOR INFORMATION	
Name of Sponsoring Organization	
Address	Street: City: State: Zip:
E-mail	
Phone	
COURSE INFORMATION	
Title	
Date(s)	
Location	City: State:
LEVEL OF DIFFICULTY The content of the course is appropriate for:	[ ] newly admitted attorneys *only* (attorneys admitted two years or less) [ ] experienced attorneys *only* (attorneys admitted more than two years) [ ] *both* newly admitted and experienced attorneys
REGISTRATION FEE How much will you charge attorneys to attend this course?	[ ] Free of charge [ ] Fee of $_____ If a fee is charged, please see item 8 of this application.
Has this course been approved for CLE credit, or submitted for approval, in other states?	[ ] No [ ] Application Pending — If so, which state(s)?_____ [ ] Yes — If yes, which state(s)?_____ If this course has been submitted for approval in another jurisdiction, you may not need to submit this individual course application to the New York State CLE Board. Please refer to New York's Approved Jurisdiction policy available on the CLE website at www.nycourts.gov/attorneys/cle/approvedjurisdictions.shtml.

CERTIFICATION

(A) Sponsor acknowledges and agrees to comply with all CLE Program Rules and CLE Board Regulations and Guidelines. Sponsor understands that the CLE Program Rules and the CLE Board Regulations and Guidelines are available on the CLE website and that printed copies are available by contacting the CLE Board.
(B) Sponsor certifies that the faculty of this program includes no disbarred attorneys.
(C) Sponsor certifies that this application is complete and includes all required attachments.
(D) Sponsor understands that once reviewed, this application will not be re-reviewed to consider additional materials supplied at a later time that should have been included with this application.
(E) Sponsor certifies that the above information, and all information contained in the following pages and attachments, is true.

_____ _____
SPONSOR REPRESENTATIVE *(print name)* TITLE

SIGNATURE: DATE:

SPONSORING ORGANIZATION: _____

TITLE OF COURSE: _____

REQUIRED ATTACHMENTS			
In support of your application, please include:			*Office Use Only*
1.	**Timed agenda**	Attach a ***final version*** of the timed agenda for the course (not a draft). The timed agenda should set forth: • the topics presented • the time allotted to each topic • breaks (if any), and • the presenter(s) for each topic/session (if co-presented or presented as a panel presentation, so indicate)	
2.	**Brochure/Course Announcement**	Attach a brochure, advertisement or announcement for the course (if not available, attach a course description).	
3.	**Faculty Biographies**	Attach a biography for every faculty member that includes: • educational background and degrees earned, and • for attorney faculty members, the jurisdiction(s) in which admitted to practice law (attach a separate sheet if necessary) *Note*: The faculty must include at least one attorney in good standing who actively participates in the program. For multi-session programs, each session should include attorney faculty participation.	
4.	**Written Materials**	Attach a printed copy of the complete set of written materials distributed to attendees. *Note*: Written materials must be distributed to attendees at or before the start of the program, not afterwards. If distributed electronically in advance of the program, there should be extra printed copies available at the program for participants who request them. Please keep in mind that the written materials for a CLE course must: • specifically address each topic presented in the course • reflect that they are timely • be thorough, high quality, readable and carefully prepared • cover those matters that one would expect for a comprehensive and professional treatment of the subject matter of the course **Brief outlines, even if in the form of presentation slides, do not meet the standards for accreditation.**	
5.	**Attendance Verification Forms**	Attach any forms associated with your attendance verification procedure. Please see item 10 for more information.	
Office Use Only			

TITLE OF COURSE: _____

6. TIME/CATEGORIES

(a) Indicate the total minutes of instruction for which you seek CLE credit (not including breaks, meals, introductions or topics without corresponding written materials) in each of the applicable categories below. A definition for each category is available on the CLE website at: http://www.nycourts.gov/attorneys/cle/CategoriesofCredit.pdf.

Areas of Professional Practice minutes	Law Practice Management minutes	Skills minutes	Ethics and Professionalism minutes	Diversity, Inclusion and Elimination of Bias minutes	Cybersecurity, Privacy and Data Protection- Ethics minutes	Cybersecurity, Privacy and Data Protection- General minutes

(b) Ethics Credit - List all session(s) for which you seek CLE credit in the category of *Ethics and Professionalism* (or clearly indicate those sessions directly on the agenda).

(c) Diversity, Inclusion and Elimination of Bias Credit - List all session(s) for which you seek CLE credit in the category of *Diversity, Inclusion and Elimination of Bias* (or clearly indicate those sessions directly on the agenda).

(d) Cybersecurity, Privacy and Data Protection-Ethics Credit - List all session(s) for which you seek CLE credit in the category of Cybersecurity, Privacy and Data Protection-Ethics (or clearly indicate those sessions directly on the agenda).

(e) Cybersecurity, Privacy and Data Protection-General Credit - List all session(s) for which you seek CLE credit in the category of Cybersecurity, Privacy and Data Protection-General (or clearly indicate those sessions directly on the agenda).

7. AUDIENCE

(a) Describe the audience to which the course is directed and advertised.

(b) **If open to nonattorneys**, estimate the percentage of **attorneys** in the audience **(_____%)** and explain how each session of the course (for which you seek CLE credit) will help attorneys, as attorneys, improve their legal skills. Attach additional sheets if necessary.

8. FINANCIAL AID POLICY

If you charge attorneys a registration fee, your application is **ineligible for review without a financial aid policy**. Therefore, if you charge a fee, please state your financial aid policy including the specific procedures attorneys must follow to request financial aid and the specific criteria for award of aid. Please see the Financial Aid Policy Guidelines for CLE Providers on the CLE website at: http://www.nycourts.gov/attorneys/cle/financialaidpolicyforCLEproviders.pdf .

(a) Specific **procedures** attorneys must follow to request financial aid:

(b) Specific **criteria** for award of aid (for example, unemployed attorneys attend free of charge and attorneys who earn less than $50,000/year receive a 50% discount):

TITLE OF COURSE: _____

9. FORMAT/METHOD OF PARTICIPATION	
Please select the format(s) in which the course will be presented. For some formats, you must indicate the method(s) by which attendees participate (that is, seated together in a group setting or individual dial in/log in/self-study). As you make your selection, please note that experienced attorneys (attorneys admitted more than two years) may take courses for CLE credit in any format listed below. However, there are special requirements for newly admitted attorneys (attorneys admitted two years or less). To learn more about those requirements, please visit the CLE website: http://www.nycourts.gov/attorneys/cle/index.shtml.	
(A) LIVE - Check all that apply:	
☐ **Traditional live classroom setting** • *all* of the faculty in room with participants • participants are seated together in a group setting	**Webconference** (interaction with remote audience via telephone line, e-mail, etc. during program; questions allowed during program) ☐ participants are seated together in a group setting ☐ individual dial in/log in
☐ **Videoconference - fully interactive** • every participant in every location can see and hear not only the presenter(s) but any participant in any location who asks a question • participants are seated together in a group setting	**Teleconference** (interaction with remote audience via telephone line, e-mail, etc. during program; questions allowed during program) ☐ participants are seated together in a group setting ☐ individual dial in/log in
☐ **Videoconference (not *fully* interactive)** • participants are seated together in a group setting	**Live Broadcast/Webcast/Telecast** (no interaction with remote audience during program) ☐ participants are seated together in a group setting ☐ individual dial in/log in

For every selection above, please answer the following questions, (i) - (iii). If you made more than one selection above, please attach a separate sheet and answer the below questions for every selection you made.

(i) How will you verify attendance? (Please see item 10 for more information.)
(ii) How will you distribute written materials? *Note*: Written materials must be distributed at or before the start of the program, not afterwards. For group settings, if written materials are distributed electronically in advance of the program, there should be extra printed copies available at the program for participants who request them.
(iii) How will you distribute evaluation surveys? *Note*: The evaluation survey should address the **content, instruction and written materials of the course, and, where applicable, the physical setting and/or any technology used during the program** (such as presentation slides). You will be asked to tally the results of the evaluation surveys.

TITLE OF COURSE: _____

(B) PRERECORDED - Check all that apply:	
Audio CD ☐ participants are seated together in a group setting ☐ self-study	**DVD/Video CD** ☐ participants are seated together in a group setting ☐ self-study
Audio file (MP3, podcast, etc.) ☐ participants are seated together in a group setting ☐ self-study	**Video file (vodcast, etc.)** ☐ participants are seated together in a group setting ☐ self-study
Online audio (including archived recorded programs) ☐ participants are seated together in a group setting ☐ self-study	**Online video (including archived recorded programs)** ☐ participants are seated together in a group setting ☐ self-study

For every selection you made above, please answer the following questions, (i) - (iv). If you made more than one selection above, please attach a separate sheet and answer the below questions for every selection you made.

(i) How will you verify attendance? (Please see item 10 for more information.)
(ii) How will you distribute written materials? *Note*: Written materials must be distributed at or before the start of the program, not afterwards. For group settings, if written materials are distributed electronically in advance of the program, there should be extra printed copies available at the program for participants who request them.
(iii) How will you distribute evaluation surveys? *Note*: The evaluation survey should address the **content, instruction and written materials of the course, any technology used during the program, and, where applicable, the physical setting**. You will be asked to tally the results of the evaluation surveys.
(iv) Submit a **sample** of each prerecorded format selected above (a copy of the DVD, CD, etc.). For online programs, provide instructions and a password for online access. If codes are used for verification of attendance, provide the codes for the sample you are submitting and the location of the codes (for example, code 36tk73 located at 42:14).

TITLE OF COURSE: _____

10. ATTENDANCE VERIFICATION	
Group Setting	When participants are seated together in a group setting, attendance is often verified by using a sign in/sign out sheet. A sample is available on the CLE website. If you create your own sign in/sign out sheet, please note that it should include: **the name of the program, the date, the location (city/state) and the start/end times**. If you have a *sign in* sheet, without a *sign out*, please be sure to explain how you will be able to verify there were no early departures. (For multi-day and/or multi-session programs, a separate sign in/sign out sheet may be needed for each session to verify attendance.)
Individual Dial In/Log In/ Self-Study	When there is individual participation (such as when an attorney individually dials in or logs in to a teleconference or webconference from a remote location such as from home or a private office, or individually views/listens to a prerecorded program), attendance is often verified by way of course codes. (A separate code should appear and/or be announced at least every 50 minutes during a program.) Please note that an attendance verification procedure that relies on the *log in/log out times* of attorneys who dial in or log in to a teleconference, webconference, webcast, etc., does not meet New York's accreditation standards.
Sample forms (including a sample sign in/sign out sheet and a sample affirmation with course codes) are available on the CLE website at: www.nycourts.gov/attorneys/cle/attendance_verification.shtml.	

Please check here to confirm that you understand that, as the sponsor of the program, you are required to verify attendance:	Please check: [ ]

11. ORGANIZATION OF WRITTEN MATERIALS	
To facilitate the CLE Board's review of your application, please check here to confirm that you have organized the written materials (by using, for example, tabs or labels or cover sheets) to clearly identify the written materials that correspond to each topic listed on the agenda. A printed copy of the complete set of written materials distributed to attendees must be included with your application. Please keep in mind that the written materials must specifically address each topic presented.	Please check: [ ]

12. PRESENTATION SLIDES	
A complete set of written materials *distributed to attendees* must be included with your application. If you include presentation slides with your application, please check here to confirm that at or before the start of the program, the slides are distributed to participants as part of the written materials for the program.	Please check: [ ]

Thank you for your application.

To avoid delays in processing time, please be sure to fully respond to all questions and include all required attachments.