



# 2024 FORM B

## COURSE SUMMARY:

PLEASE USE FOR ALL PRERECORDED PROGRAMS

# CLE

### NEW YORK STATE CONTINUING LEGAL EDUCATION BOARD

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PROVIDER/SPONSORING ORGANIZATION: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_ COURSE #: \_\_\_\_\_

DATE CREATED: \_\_\_\_\_

Please indicate below the number of participants to whom NY CLE credit was awarded in 2024, and the fee charged\*, if any.

	Participants	Fee		Participants	Fee
ACD=Audio Compact Disc	_____	_____	AF=Audio File	_____	_____
DVD=Digital Video Disc	_____	_____	VF=Video File	_____	_____
VCD=Video Compact Disc	_____	_____	OL=Online (audio)	_____	_____
			OL=Online (video)	_____	_____
			O=Other (describe) _____	_____	_____

FINANCIAL AID POLICY AVAILABLE?

- FREE COURSE
- YES
- NO

FINANCIAL AID POLICY ADVERTISED?

- YES
- NO

IF NO, PLEASE EXPLAIN: \_\_\_\_\_

TOTAL FINANCIAL AID REQUESTS: \_\_\_\_\_

TOTAL REQUESTS GRANTED: \_\_\_\_\_

NUMBER OF ATTORNEY INSTRUCTORS: \_\_\_\_\_

NUMBER OF NONATTORNEY INSTRUCTORS: \_\_\_\_\_

TOTAL NUMBER OF NY CLE CERTIFICATES ISSUED: \_\_\_\_\_

**COURSE EVALUATION SUMMARY** Enter total number of responses in appropriate categories below. (Provide a numerical answer, not a check mark or other notation.)

	EXCELLENT	GOOD	FAIR	POOR
CONTENT				
INSTRUCTION				
WRITTEN MATERIALS				
FACILITY (if group activity)				
TECHNOLOGY				

#### REQUIRED ATTACHMENTS – Please attach the following to your completed Course Summary:

- 1) a timed agenda
- 2) a brochure or copy of the course announcement
- 3) a copy of a completed certificate of attendance (that is, a certificate with the attorney’s name, date and other required information filled in). Please submit only one sample of a certificate actually issued to an attorney (not a copy of every certificate issued).

Please send completed form to: [coursesummary@nycourts.gov](mailto:coursesummary@nycourts.gov)

\* If there are multiple published fees charged for the course, please use an average.

Please submit your completed Course Summary with the required attachments (agenda, brochure, sample certificate of attendance) as a single PDF file to the following e-mail address:

[coursesummary@nycourts.gov](mailto:coursesummary@nycourts.gov)

Please use the course number and the date of the course to name the file. For example, if the course number is CRM0123 and the date of the course is January 1, 2024, please name the file:

**CRM0123 - 01-01-24**

**Questions:** Please send an e-mail to [CLE@nycourts.gov](mailto:CLE@nycourts.gov) if you should have any questions. Thank you.