

MEMORANDUM

TO: New York State CLE Accredited Providers

FROM: Lydia C. Lai

RE: 1999 Annual Report

DATE: October 10, 1999

Section 9 of the New York State CLE Board Regulations and Guidelines requires each Accredited Provider to submit an annual report to the CLE Board, listing all courses and programs provided during the preceding 12 months. The report must include the following information for each course or program provided in 1999 (or an explanation why this information is not included): course name, date, time and location; instructors' names; breakdown of CLE categories of credit; calculation of CLE credit hours; and summary of course evaluations. **The report must be postmarked by January 31, 2000.**

The New York State CLE Board has developed a form which may be utilized to prepare your report for the period of January 1, 1999 through December 31, 1999. The form may be downloaded from our web site: www.courts.state.ny.us, after November 4, 1999 and may be photocopied or formatted as needed. Forms will also be mailed after November 4, 1999, upon request from the CLE Office.

A sample course brochure or copy of advertisement for each CLE program given in 1999 should be included with the report.

Please also review the CLE Board Regulations and Guidelines, which contain important information regarding your responsibilities as a provider of continuing legal education in New York. Failure to comply with the requirements may result in revocation of your accreditation. Revised Regulations and Guidelines will be mailed to all Accredited Providers in mid-November 1999; the text will be posted on our web site as well.