

**Accredited Provider End-of-Year Reports and Course Evaluation Summaries Due: Accredited Providers must submit 1999 year-end reports to the CLE Board. The provider's report must include the following information for each course or program provided in 1999 (or an explanation why this information is not included): the course name, date, time and location; instructors' names; a breakdown of CLE categories of credit; a calculation of CLE credit hours; and whether the course is transitional or non-transitional in nature. Accredited Providers must also include a summary of all 1999 course evaluations with the year-end report. A course brochure or copy of advertisement for each CLE program given in 1999, and a sample of your organization's certificate of attendance should be included with the report. All reports and evaluation summaries must be postmarked by January 31, 2000. The New York State CLE Board has developed forms which may be utilized to prepare your reports. The forms may be downloaded from this web site after November 4, 1999 and may be photocopied or formatted as needed. Forms will also be mailed after November 4, 1999, upon request to the CLE Office.**