

MEMORANDUM

TO: Organizations Approved for Individual CLE Course Activities or Programs

FROM: Lydia C. Lai

RE: Annual Report

DATE: November 1999

Section 1500.4 of the New York State CLE Board Program rules requires each provider of CLE programs to submit an annual summary of course evaluation surveys for all accredited courses or programs conducted during the preceding 12 months. The summary must include the following information (or an explanation why this information is not included): name, date(s) and time of each accredited course offered in 1999; instructors' names; breakdown of CLE categories of credit; calculation of CLE credit hours; and the summary of program evaluations. **The report must be postmarked by January 31, 2000.**

The New York State CLE Board has developed a form (copy enclosed) which may be utilized to prepare your report for the period of January 1, 1999 through December 31, 1999. The form may also be downloaded from our web site: www.courts.state.ny.us, and may be photocopied or formatted as needed. Please include a course brochure or copy of advertisement (if applicable) for each accredited CLE program given in 1999 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 posted on our web site in December 1999.