

60-DAY DEADLINE FOR SUBMISSION OF APPLICATIONS

All applications for accreditation must be submitted to the New York State CLE Board 60 days prior to the occurrence of the course or program, pursuant to Section 1500.4 of the Program rules.

Applications not meeting this timeframe are ineligible for New York State CLE Board accreditation, absent extenuating circumstances.

Dear Applicant:

Thank you for your interest in offering continuing legal education to members of the New York Bar. Enclosed in this application packet are: (1) an Application for Accredited Provider status; (2) an Application for Accreditation of an Individual Course Activity; (3) a copy of New York State's Mandatory CLE Program Rules; (4) a copy of the Regulations and Guidelines; (5) a list of New York State Accredited Providers; and (6) a list of New York approved jurisdictions.

There are three ways by which New York CLE credit may be awarded to attorneys who attend your programs:

1.If you become a New York Accredited Provider

Courses or programs sponsored by Accredited Providers are deemed approved for credit for a period of three (3) years from the date of the grant of such status. Applicants requesting Accredited Provider status must demonstrate a three-year history of course offerings, with approximately eight (8) courses or programs being presented over the preceding three years. The application must include supporting information for three of the courses or programs offered over the preceding three years. Once Accredited Provider status is granted, all courses offered by the applicant are presumptively approved for the designated three-year period.

2.If your Individual Course Activity is accredited in New York

A sponsoring organization or an individual attorney may seek accreditation of an individual course or program offered in New York State or in a non-New York approved jurisdiction if it meets the standards set forth in Section 1500.4(b) of the Rules and Section 8A of the Regulations and Guidelines.

3.If your course has been accredited by a New York "Approved Jurisdiction"

Attendance at an out-of-state course or program that is accredited by another state, the District of Columbia, any territory of the United States or any foreign jurisdiction is eligible for New York CLE credit, provided that the state, the District of Columbia, territory of the United States or foreign jurisdiction has been approved by the CLE Board as meeting New York's accreditation standards. Please refer to the enclosed list of approved jurisdictions. If a course or program is appropriate for New York approved jurisdiction status, please follow the procedures in Section 6 of the Regulations and Guidelines.

There are several requirements for accreditation which the CLE Board would like to highlight:

- Applicants who offer programs in New York State for which a fee is charged must have a financial hardship policy, and must include a description of such policy with the application for accreditation.
- When computing the number of credit hours, please be aware that one hour of credit is awarded for 50 minutes of instruction, exclusive of introductory remarks, meals, breaks or other non-educational activities. Credit may be awarded in half-hour increments for 25-49 minutes of instruction.
- A description of the type of written materials being distributed at the course or program must be included with the application for accreditation.
- Please refer to Section 1500.2(c-f) when assigning the categories of credit for a program. Newly admitted attorneys must fulfill a specified number of credits in each of the four categories of credit, while experienced attorneys must complete four credit hours in Ethics, and the balance of their requirement in any of the four categories.
- If the course or program for which you are seeking accreditation is transitional - designed to help newly admitted attorneys establish a foundation in the basic skills, techniques and procedures essential to the practice of law - please indicate so on the application.

Please read the enclosed information carefully, as failure to include all of the required information with your application will delay the review process. You will be notified of the CLE Board's decision on approval or denial of programs 60-90 days after your completed application is submitted.

If we may be of further assistance, please feel free to contact a member of the CLE Staff at (212) 428-2105 or toll-free for calls from outside New York City at 1(877) NYS-4CLE.

60-Day Deadline for Submission of Applications: Effective January 1, 2000, all applications for accreditation must be submitted to the New York CLE Board at least 60 days prior to the occurrence of the course or program, pursuant to Section 1500.4 of the Program rules (e.g., if the course is scheduled for March 15, 2000, the application must be submitted to the CLE Board by January 15, 2000). Applications that do not meet this timeframe are ineligible for New York State CLE Board accreditation, absent extenuating circumstances.

Very truly yours,

The New York State CLE Board