

The Mess Called MCLE: Tips and Best Practices for Managing Continuing Legal Education Rules & Regulations at Your Firm

Mandatory Continuing Legal Education (MCLE) can be intimidating if you are dealing with it for the first time, or even if you have some experience but don't quite have the time to sort through it all. A plethora of resources is available to assist you, but that in itself can be cumbersome to find and organize. If your firm is considering offering Continuing Legal Education (CLE) credits to its attorneys and/or clients, it is important to plan for what lies ahead. We hope this guide provides direction before you find yourself knee deep in the mess called MCLE.

Establish a Policy

The MCLE rules and regulations vary by jurisdiction, not only for the attorneys who must meet MCLE requirements, but also for the providers who offer CLE credits for their programs. Before you implement processes for managing MCLE at your firm, it is important to establish the policies your firm will support. There are several modules to choose from when determining the extent to which your firm will provide CLE credits to your attorneys and/or clients. Your firm may choose to have one policy for programs provided internally to firm attorneys and a different policy for programs for which clients will be invited to participate. The chart below illustrates various levels of support a firm may offer and may be used in any combination.

Firm Policy for Applying for CLE Credit	Firm Attorneys	Clients
Apply in all the jurisdictions with MCLE requirements (note: not all jurisdictions allow law firms to be providers)		
Apply only in the jurisdictions that participants request CLE credit (note: some jurisdictions do not allow applications to be submitted after the program)		
Apply in all the jurisdictions where your attorneys are licensed		
Apply only in the jurisdictions your firm has offices, provide materials for attorneys to apply on their own for all other jurisdictions		
Do not apply for CLE credit, instead provide appropriate documents for attorneys to apply on their own (note: some jurisdictions do not allow attorneys to apply on their own)		

If your department will be responsible for managing the process, make sure you are involved in the decision making. Ultimately you will be expected to understand the rules and regulations. Educate yourself early on so that you are able to explain to firm management what each of the above policies will mean for your staff as well as the impact it will have on the attorneys and/or clients.

- ① Two good sources of information to get you started:
- Abbott, Ida O. (2002). Training: The Law Firm as an Accredited CLE Provider, *Lawyer's Professional Development* (pp. 278-279). Washington, DC: NALP
 - <http://www.abanet.org/cle/mclefaq.html>

Many aspects should be considered when choosing the modules your firm will adopt. Here are some questions to think about:

- How many programs offered by the firm throughout the year might be eligible for CLE credit?
- Is offering CLE credit to clients a business development initiative of the firm?

- How many client programs are already occurring that might be eligible for CLE credit?
- Are your practice groups conducting training sessions that might qualify for CLE credit?
- How large is your in-house training curriculum?
- Is the firm planning to increase the number of programs offered?
- Based on the projected total number of programs, is your department staffed to handle the additional responsibilities?
- Is the firm willing to add a full time CLE Coordinator to your department in order to provide this service to both the attorneys at the firm and the clients who will attend the programs?
- Does the desire to offer CLE credit to your attorneys and clients outweigh the cost of bringing on a full time CLE coordinator to handle the process?
- Does the firm prefer one of the less labor intensive modules or is customer service a priority?
- Which module will best complement the firm's current policy regarding bar membership coverage?

Take into consideration your firm's strategic plan, culture and administration when determining what module will work best. Present this information to firm management and incorporate your recommendation.

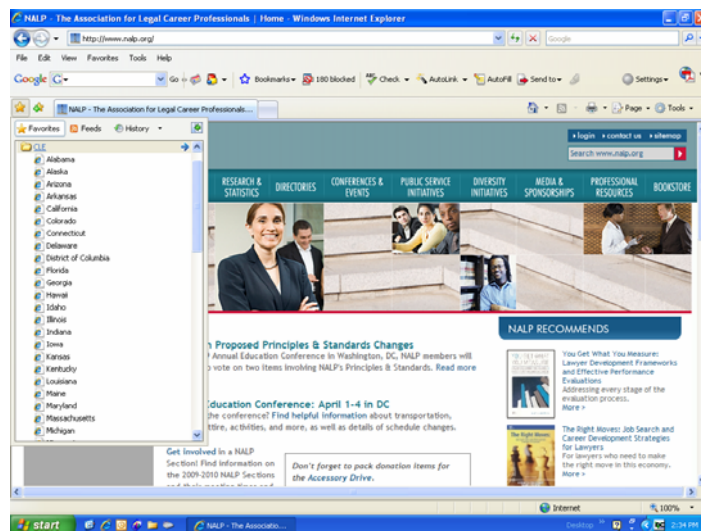
Interpreting MCLE Rules and Regulations

Once your firm has established a policy, you will have a general idea (if not a rock solid idea), of the jurisdictions for which you will be expected to understand the rules and regulations. Now it's time to research. Let's assume that you will have to apply for CLE credit in every MCLE jurisdiction. Although the source of MCLE rules are the state supreme courts, the rules may be governed and regulated by the state bar, a special commission or a board created by the courts. These MCLE administrators are your resource for what is required of you as a provider to get a program accredited. **Appendix A** is a list of "Continuing Legal Education Websites by State." These websites are where your research begins.

Each website is laid out differently and the information you are looking for can be difficult to find. The key to researching the rules and regulations is to know what you are looking for before you begin your search. Review your firm's policy. Create a questionnaire or cheat sheet to fill out as you research each jurisdiction so that you are collecting the same information from each website. **Appendix B** contains a sample cheat sheet. You will want to tailor your cheat sheet to help you capture all the information you need to know to be a provider per your firm's policy.

You may want to browse a few websites prior to finalizing your cheat sheet to get ideas for additional questions you will need answered. Once you have finalized your questionnaire, you are ready to begin visiting the websites to collect the actual data. The websites contain an abundance of information, stick with your cheat sheet so you stay on track and consistently record the same information for each jurisdiction.

Even after you complete the research you will continue to use these websites as a reference, therefore, as you visit each website, bookmark the page and place it in a “CLE” folder in alpha by state as in the sample below.



- ① If you prefer fewer bookmarks in your browser, consider bookmarking a website that has links to the individual jurisdiction websites. Keep in mind the links on these websites may not take you directly to the page you use most often (i.e., as a provider) and you may have to click through a few pages to get to your final destination

- <https://www.clereg.org/>
- <http://www.reqwired.org/reqwired/resources/>

Many of the websites have a Frequently Asked Questions (FAQ) section. Start by reading the questions and answers. Not only will this section give you the answers to a majority of the questions you seek, it will direct you to where further information can be found. Fill out a cheat sheet for each jurisdiction. Using the completed cheat sheets, create a document that summarizes the information for each jurisdiction. Write a paragraph to use as a template to describe the overall rules and adjust the paragraph accordingly based on each jurisdiction questionnaire. You want to end up with one document that contains a summary of all the jurisdictions. A few sample summary paragraphs are below.

Texas – Firm may apply for credit by submitting application (\$25 and Option A or Option B requirements plus \$50 late fee if application not received 15 days prior to program). Attorney may apply for credit (\$15) for out-of-state programs. If program is in-state, sponsor must apply. Distance learning is acceptable if interactive. Written materials required when practicable.

Virginia – Firm may apply for credit by submitting application (\$50 plus \$50 late fee if submitted more than 30 days after program). Attorney may apply for credit (\$50 plus \$50 late fee if submitted more than 30 days after program). Distance learning is acceptable if interactive. Written materials required.

Washington – Firm may apply for credit by submitting application (\$50 plus \$35 late fee if not submitted 30 days prior). Attorney cannot apply for credit for activities sponsored by firm. Distance learning is acceptable if interactive. Written materials required. Apply online at <http://pro.wsba.org/SponsorHome.asp>.

After writing a summary paragraph for each jurisdiction, the combined summaries create a nice reference document that can be used internally by the department or forwarded to other departments within the firm who wish to create CLE programs for internal training or clients. Review the summaries to determine the jurisdictions where your firm can apply for CLE credit and create an overall summary statement that may be used on invitations. Send the summary statement to your firm's marketing department for their reference when developing client programs so they understand what the firm can offer. This summary may differ depending on the format of the program, audience, etc. Below is a sample overall summary statement:

The Firm LLP will assist participants with obtaining CLE credits. Please note: we are unable to apply for CLE credit in the following jurisdictions due to specific restrictions by the jurisdiction CLE Boards: AL, DE, IN, KS, LA, MN, MO, NV, NC, OH, PA, SC, TN, UT, WV, WY. The following jurisdictions do not have mandatory CLE requirements and do not have application procedures: CT, DC, MD, MA, MI, NE, NJ, SD. For all other jurisdictions, application to the appropriate CLE Board will be made and participants will receive information on the determination of credit following the program.

Note that this summary is specific to the CLE policy that a particular firm has adopted and should not be viewed as standard language for all law firm CLE programs. Additionally, some jurisdictions require specific language on invitations and this should be considered when creating standard language for your law firm's CLE program invitations.

You may want to construct a binder with a tab for each jurisdiction. Print the FAQs or pertinent rules and regulations, add updates, templates and important language to the binder as issues arise. This may become a useful resource if you are pulled into planning meetings and your electronic files are not readily available. You may also find that you reference the binder frequently at your desk.

Jurisdiction rules change and keeping current with the rules can be difficult. When you submit CLE applications in some jurisdictions, your email will be captured and you will receive updates from the governing body with changes to rules or processes. Update your files accordingly and keep your research accurate. You can use a rotating system where you check the website for each jurisdiction on a set schedule. Perhaps every six months or once a year you can review five jurisdiction websites per day to confirm that your data is still correct. You will have completed an "audit" for changes in all the jurisdictions in about two weeks. Even if you only check one jurisdiction per day, you would complete your audit in about a month and a half. Use the method that best fits your schedule and your environment.

CLE Program Accreditation, Compliance and Applications

Applying for CLE accreditation begins with the program content. Make sure the attorneys or professionals who are creating the content for the presentation know what qualifies for CLE credit in the various jurisdictions. Create a packet of information that can be distributed to attorneys or professionals who call and ask if you can obtain CLE credit for a program. The packet should explain what qualifies for CLE credit in various jurisdictions, the requirements for applying and a checklist as well as all the templates necessary to produce a high quality CLE program. This packet will ensure that you receive everything you need to apply for accreditation. The following items cover the basic documents that should be included in the packet and samples for each are provided as Appendix C-I.

- **Firm CLE Policies and Procedures (Appendix C)** – Include a document that outlines your firm's CLE policies and procedures. Include information about who does what at the firm and clearly lay out the role each person plays in the process. Make sure all parties involved know the process and understand what responsibilities fall to each individual. Consider having a local contact for each jurisdiction. Determine who handles all MCLE issues for that specific jurisdiction. This person will be expected to be knowledgeable of MCLE rules and guidelines for

that jurisdiction and to make sure that all training programs comply with the appropriate rules. The local contact may be responsible ensuring the program runs smoothly at their location, tracking attendance and forwarding any materials to the firmwide administrator for inclusion in the a master hardcopy CLE file. For quality control, consider having one or two training sessions each year for all the CLE contacts at your firm.

- CLE Qualification Requirements (**Appendix D**) – Include information that explains what qualifies for CLE credit in the jurisdictions where you apply for accreditation. If your firm applies in all jurisdictions, include the language that most jurisdictions use as guidelines as well as the language from any jurisdiction that has strict policies or application procedures (e.g., New York, Ohio, Pennsylvania, Virginia). If your firm will be applying for CLE credit in numerous jurisdictions, list all the possible requirements. Even if some jurisdictions don't require everything on the list, it's better to have all the information and documents so you are able to apply in every jurisdiction without going back to the presenter and requesting additional information.
- CLE Program Checklist (**Appendix E**) – Provide an easy to follow checklist so that you receive everything you need to apply for credit in any jurisdiction. In addition to listing all the required attachments, the checklist should also asks questions that are necessary to complete the CLE applications for each jurisdiction, such as format of the program, audience, etc.
- Templates – Provide templates of the documents that are required for inclusion with the application or that are required to be maintained in your files to meet compliance. Keep in mind that this packet is being made available to attorneys and professionals who may not provide CLE programs on a regular basis and are not familiar with the requirements. Include sample language in your templates so that the requirements of your various jurisdictions are met.
 - Timed Agenda (**Appendix F**) – A timed agenda is required by many jurisdictions. This template includes descriptions of methods of presentation and verification procedures that some jurisdictions require you to provide in order to confirm how attendance is being monitored.
 - Invitation (**Appendix G**) – Some jurisdictions have specific language that must be included on any invitations or brochures sent to participants. Include a template for invitations and note on the template any language that is required.
 - Sign In Sheet (**Appendix H**) – Again, jurisdiction requirements vary and some jurisdictions require attorneys to sign in and out, while others only require one signature. Provide space for all the required signatures if you will be submitting applications to multiple jurisdictions.
 - Evaluation (**Appendix I**) – Most jurisdictions require that participants have the opportunity to complete a program evaluation and a few jurisdictions even dictate what questions must be asked. If you will be applying for CLE credit in jurisdictions with specific evaluation questions or jurisdictions that require summaries of the evaluation responses, make sure to include the required questions in the evaluation template you create.

In addition to the items covered above, you may want to include information about any outside CLE providers that your firm may have contracts with or umbrella subscriptions through. Include internal libraries and other online or hardcopy resources available for CLE credit. You may also want to include a section that outlines your firm's client CLE policy, for instance whether clients are able to use any of the resources offered to the attorney's at your firm. Provide this packet in advance to any person or department who may request CLE accreditation for programs or distribute it as you receive inquiries.

Make the packet available both electronically and in hardcopy. If your firm is planning to “launch” this new service of providing CLE credits, make sure this packet is included with the announcement - it will make your life much easier.

Applying for CLE credit with the various state CLE boards, tracking the approvals, following up with sponsor reporting and other sponsor obligations is very time consuming. It helps to get your processes in order prior to submitting applications. Since you have already researched the requirements for each jurisdiction, you should have a general idea of what is required and may notice that the process is similar in most jurisdictions with slight variations in price, submission methods, required attachments, etc. Now it's time to document each jurisdiction through the eyes of a provider and capture the steps for applying for CLE credit in each jurisdiction. For the most part, the process includes completing an application which includes preparing (or collecting) supporting documents and an application fee, awaiting a confirmation on whether the program is approved, providing participants with necessary documentation for their participation and following up with attendance reporting requirements. Create a checklist or flowchart to walk you through the process for each jurisdiction. The “flowchart” example below is in the form a table.

State	Application	Basis for 1.0 Credit	App Fee	Required Supporting Docs	Add'l Docs for Firm Accounting	Add'l Notes	MCLE Address	Attendance Reporting Requirements
Texas (TX)	Application	60 min; round to nearest .25 hr	\$75.00, payable to State Bar of Texas	Timed Agenda, Bios	Highlight Payment Option A on copy of application and submit page 28-30 of Texas MCLE Regulations. See binder.	"Interactive webconference/ teleconference" terminology accepted.	State Bar of Texas Minimum Continuing Legal Education 1414 Colorado Street, Suite 503 Austin, TX 78701	Report via Texas MCLE website. ID - 00000. Password - XXXXXX. Email template to attendees.
Virginia (VA)	Application	60 min	\$50.00, payable to Treasurer of Virginia	Timed Agenda, Bios, Presentation Materials	None - fee listed on application	Always circle "In-house," "Open," "Group Setting," and "Live." See sample applications in binder.	Virginia MCLE Board Virginia State Bar 707 East Main Street, Suite 1500 Richmond, VA 23219-2800	Attach VA Certification of Attendance to template email.
Washington (WA)	WSBA Website	60 min	\$85.00 (Application and late fee)	Timed Agenda, Bios	Local Expense form for reimbursement when applying online. Print out confirmation of payment from WSBA website.	Apply online via WSBA website. Login: Xxxxxx, Password: xxx Be sure to check back periodically to see if program is approved since they do not notify you otherwise.	Washington State Bar Association 1325 4th Avenue, Suite 600 Seattle, WA 98101	Submit attendance via website once approved. Template email to attendees.

Make the chart user friendly by hyperlinking the referenced documents directly to the chart. List all the requirements for each jurisdiction and make the chart thorough so that everything you need on the chart and you don't have to reference other sources and pull numerous files as you are completing your applications.

State – List the state or jurisdiction.

Application – Hyperlink the application to the chart. Fill in the data that will be the same for every application and use that application for your link. If the jurisdiction has an online application, provide a link directly to the online application.

Basis for 1.0 Credit – Indicate if the credits are based on a 50 minute hour or a 60 minute hour. Since most jurisdictions are based on a 60 minute hour, you should request that all CLE programs be at least 60 minutes to ensure approval for a full hour of credit.

App. Fee – List the application fee and who to make the check payable to.

Required Supporting Docs – List all the required supporting documents that must be submitted with the application. Make sure these documents are listed as a requirement on the “CLE Program Checklist” that you created as part of your policy manual. If you provide the checklist and templates in your policy manual packet, ideally the supporting documents will come to you in good order and you won’t need to track them down.

Add’l Docs for Firm Accounting – Provide a link to any supporting documents if the application fee is not shown on the application and your accounting department requires proof of the dollar amount required in order to cut a check.

Add’l Notes – Include any special notes specific to each jurisdiction, such as passwords, specific language required on applications, etc.

MCLE Address – Supply the address where the application should be mailed. You may also want to include a phone number and contact person, if available.

Attendance Reporting Requirements – State the attendance reporting requirements and include the hyperlink in the chart to the correlating correspondence. Some jurisdictions have specific forms that should be given to participants; include that as a link. Others require that the provider report attendance after the program; include link to the form or the website. Many jurisdictions accept a uniform certificate of attendance be distributed to participants; include this form as a link. A sample uniform certificate of attendance is provided as **Appendix J**. If CLE credit is not approved until after the program takes place, use email to deliver the appropriate message and forms. You can create a hyperlink in your chart that will pull up an Outlook template. Some sample email language for post-program approval is below.

Subject: Texas CLE Credit - <PROGRAM>

Thank you for participating in "<PROGRAM>" held on <DATE>. The program has been approved for 0.0 credit hours including (0) credit hours for Ethics by the State Bar of Texas. We have added you to the attendance records by reporting your attendance via the Texas MCLE online sponsor site. If you have any questions, please feel free to contact me at <PHONE> or <EMAIL>.

Subject: Virginia CLE Credit - <PROGRAM>

Thank you for participating in "<PROGRAM>" held on <DATE>. The program has been approved for 0.0 credit hours including (0) credit hours for Ethics by the Virginia MCLE Board. Attached is the Certification of Attendance form that you should complete and mail to the Virginia MCLE Board in order to have the credits posted to your record. Please send the form directly to the Virginia MCLE Board using the address on the form or you may certify your MCLE attendance online at <https://member.vsb.org/vsbportal/>. If you have any questions, please feel free to contact me at <PHONE> or <EMAIL>.

Subject: Washington CLE Credit - <PROGRAM>

Thank you for participating in "<PROGRAM>" held on <DATE>. The program has been approved for 0.0 credit hours including (0) credit hours for Ethics by the Washington State Bar Association. We have added you to the attendance records by reporting your attendance via the online website for program sponsors. If you have any questions, please feel free to contact me at <PHONE> or <EMAIL>.

Once you begin submitting CLE applications, you will quickly realize that the timing varies from jurisdiction to jurisdiction. Some jurisdictions may only take a week to respond and others a month or two, this may also vary based on the time of year. As much as you would like to “finish” the applications for a particular program all at once, this seldom happens. It is important for you to track where each program is in the application process so that you can field questions as they arise from the program coordinators or from the participants themselves. If your firm does not have a database or

software and cannot create it in-house, use a spreadsheet to track the data. The chart below is an example of some of the columns you may want to include in your spreadsheet.

Program Type	Program Name	Date	Speakers	Time	Delivery Method	Target Audience	CLE credits (50/60)	Category	Application by State	Notes
VENDOR	Copyright Essentials: The Nuts and Bolts of Protecting Your Work	Feb 12, 2008	Cydney Tune (Pillsbury Winthrop)	12:30-2:00pm	National Constitution Center Audioconference (Main CC-A/B)	All Attorneys	1.0/1.0	General	Certificates sent to attys from vendor	
FIRM/TARGET ATTY	Communications 101: Practice Overview	May 13, 2008	Dick Wiley	5:00-7:00pm	Live (10E CC)	Associates (mand for new Comm), Legal Asst, Project Asst	2.4/2.0	General	VA (2.0) - CLE email 7/18/08	
CLIENT	Lobbying Compliance: Form LD 203, Gifts and Gift Certifications	Jul 9, 2008	Jan Baran, Carol Laham, Rob Walker	1:30-2:30pm	Webcast	Clients	1.0/1.0	General	KS, OH, PA (0) KY (1.0) - CLE email 8/22/08 FL (1.0) - CLE email 8/13/08 TX (1.0) - CLE email 8/08/08 IL (.75) - CLE email 8/13/08 CA (1.0) - pending 9/11/08 IA (1.0) - CLE email 8/08/08 NM (1.0) - pending 10/02/08	
FIRM/ALL ATTY	Ethical Issues in Information Management	Sep 5, 2008	Dale Hausman, Evan Corcoran, Tom Kirby, Larry Secrest	12:00-1:30pm	Live and VC (Main CC)	All Attorneys	1.0/1.0	Ethics		VIDEOTAPED, video credit approved

You can share this document with others in your department or even make it available to external departments. If this is a shared document, you may want to give others “read only” access. Additionally, make sure you keep the document current. Spreadsheets have a lot of flexibility and you will find that you can do a lot with this document once you start using it. Create a master hardcopy CLE program file for each program reflected in the spreadsheet. Compliance with CLE rules and regulations in many jurisdictions requires providers to keep hardcopy files for a specified length of time. In some jurisdictions this retention period is five years. This is an important requirement that can easily be neglected. At any given time a state CLE Board may audit an attorney or a provider. Make sure your files are complete and organized and all required documentation is retained for the minimum amount of time.

We have covered the process for applying for CLE credit via individual applications to each jurisdiction. What if there are some jurisdictions that you know you will frequently submit CLE applications for – is there an easier way? Several jurisdictions offer the option of becoming an Accredited Provider or Approved Sponsor. Accredited Provider status may be granted to sponsors whose primary purpose is to provide continuing legal education or to sponsors who have demonstrated a history of sponsoring, organizing and administering CLE programs that meet the jurisdiction’s requirements. Once an organization has been granted Accredited Provider status, its CLE programs are presumptively deemed approved for a designated period of time or as long as the provider continues to meet the requirements. These requirements may include filing an annual end of the year report, paying an annual fee, submitting attendance records or perhaps an occasional audit of programs being offered by the sponsor. Consider whether becoming an Accredited Provider would be beneficial to your firm.

- What are the advantages and disadvantages?
- Would it save time and money to become an Accredited Provider?
- How often will/does your firm apply for CLE credit in that particular jurisdiction?
- How much is spent on individual application fees per year v. how much are the annual fees for Accredited Provider status?
- Approximately how much time does it take to process one application from beginning to end including staff time, check requests, overnight mail, etc.?

Pull the data, run the numbers and do a cost and time analysis.

Managing and Organizing Across Multiple Offices

Coordinating MCLE in a multi-office firm can be difficult, confusing and daunting. Different offices fall under different jurisdictions and each jurisdiction has different CLE requirements, both for the attorneys and the providers. Some are more lenient than others; however, it is important to implement and enforce one set of guidelines for every office at your firm to follow, regardless of the office's jurisdictional guidelines.

Ideally, your firm has one department or individual who oversees all CLE programs in all jurisdictions. This department or individual is knowledgeable of all MCLE rules and regulations for all jurisdictions and makes sure that CLE programs at the firm comply. This department or individual would be responsible for, or at least oversee, maintaining the firmwide CLE files for all programs throughout the firm, cutting all attendance certificates to program participants, entering all MCLE information onto state Bar websites and tracking CLE credits and reporting deadlines for all attorneys.

Local contacts might be designated in each office. The firmwide CLE department or individual would be responsible for keeping all local contacts abreast to current CLE rules and regulations so that the firm maintains its integrity as a CLE provider. Local contacts could receive training several times a year or participate in monthly conference calls. The firmwide administrator should provide additional resources to the local contact to ensure they are equipped to handle CLE programs at a local level. In addition to the "CLE Program Checklist" previously described and referenced as **Appendix E**, provide additional checklists to help guide your local contacts or even your own department through all the steps of putting on a CLE program. Sample checklists can be found as **Appendix K**, **Appendix L** and **Appendix M**. Take the time to customize these checklists so they work for you and your firm.

As is often true, communication is the key. Regardless of the procedures you set up, make sure everybody at the firm knows who the contacts are, whether it be a firmwide administrator or a local contact in each office or jurisdiction. Communicate clearly and communicate often!

① Additional resources

- <https://www.clereg.org/index.asp> – The Continuing Legal Education Regulators Association website has numerous resources including: CLE Administrators Directory (list of contacts at state CLE Boards), Frequently Asked Questions, Accreditation Application and Certificate of Attendance, State Requirements for Applicants (good chart, however, last updated December 2006), Types of Law Codes, Glossary of Distance Learning Terminology
- New York State Bar Association "Comparison of the Features of Mandatory Continuing Legal Education Rules in Effect as of July 2008" – This resource provides an abundance of information and is updated annually
- State Websites (**Appendix A**)
- <http://www.reqwired.com/reqwired/>
- <http://www.abanet.org/cle/mandatory.html>
- <http://westlegaledcenter.com/requirements/requirements.jsf>

Continuing Legal Education Websites by State

Alabama	www.alabar.org/cle	
Alaska	http://www.alaskabar.org/servlet/content/cle___mcle.html	Mand. Ethics
Arizona	http://www.myazbar.org/MCLE/home.cfm	
Arkansas	http://courts.state.ar.us/opp/continue_legal.cfm	
California	http://www.calbar.ca.gov/state/calbar/calbar_extend.jsp?cid=10138	
Colorado	http://www.coloradosupremecourt.us/CLE/cle_home.htm	
Connecticut	http://www.jud.state.ct.us/attorneys.htm	No mandatory
Delaware	http://courts.delaware.gov/cle	
District of Columbia	http://www.dcbbar.org/for_lawyers/continuing_legal_education/index.cfm	No mandatory
Florida	www.floridabar.org	
Georgia	http://www.gabar.org/programs/continuing_legal_education	
Hawaii	http://www.courts.state.hi.us	Voluntary
Idaho	http://www2.state.id.us/isb/gen/menu.htm#CLE	
Illinois	http://www.mcleboard.org	
Indiana	www.in.gov/judiciary/cle	
Iowa	www.judicial.state.ia.us/professional_regulation/attorney_regulationcommissions/cle	
Kansas	www.kscl.org	
Kentucky	www.kybar.org	
Louisiana	http://www.lascmc.org	
Maine	www.mebabaroverseers.org	
Maryland	http://www.courts.state.md.us	No mandatory
Massachusetts	http://www.massbar.org/for-attorneys/professional-development/continuing-legal-education	No mandatory
Michigan	www.michbar.org	No mandatory
Minnesota	www.mbcle.state.mn.us	
Mississippi	http://www.mssc.state.ms.us/cle_bccr/cle_bccr.html	
Missouri	http://www.mobar.org/d2aba8f7-dc98-490a-8c59-413f959e2d9e.aspx	
Montana	http://www.montanabar.org/displaycommon.cfm?an=4	
Nebraska	http://www.supremecourt.ne.gov/rules/index.shtml	Eff. 07/01/09
Nevada	www.nvbar.org/CLE/CLE.htm	
New Hampshire	www.nhbar.org/nhmcle/default.asp	
New Jersey	http://www.judiciary.state.nj.us/	No mandatory
New Mexico	www.nmmcle.org	
New York	www.nycourts.gov/attorneys/cle	
North Carolina	www.nccle.org	
North Dakota	http://www.sband.org/cle.asp	
Ohio	www.supremecourtofohio.gov/ccle/default.asp	
Oklahoma	http://www.okbar.org/members/mcle/default.htm	
Oregon	http://www.osbar.org/mcle	
Pennsylvania	www.pacle.org	
Rhode Island	www.courts.state.ri.us/mcle/defaultmcle.htm	
South Carolina	www.commcle.org	
South Dakota	http://www.sjudicial.com	No mandatory
Tennessee	www.cletn.com	
Texas	www.texasbar.com/mcle	
Utah	http://www.utahbar.org/cle	
Vermont	http://www.vermontjudiciary.org/BBE/bbelibrary/mcledefault.aspx	
Virginia	http://www.vsb.org/site/members/mcle-courses	
Washington	http://www.wsba.org/lawyers/groups/mcle/default.htm	
West Virginia	http://www.wvbar.org/barinfo/cle/cle.htm	
Wisconsin	http://www.wicourts.gov/services/attorney/edu.htm	
Wyoming	www.wyomingbar.org	

CLE Research Questionnaire

State: _____

Definition of in-house: _____

Can law firms apply for credit? ☐ No ☐ YesUniform Application accepted? ☐ No ☐ YesOnline application? ☐ No ☐ Yes User ID: _____
Password: _____Required attachments: ☐ Timed Agenda ☐ Instructor Bios ☐ Brochure/Invitation
☐ Invitation ☐ Blank Evaluation ☐ Materials/Sample/TOC
☐ Application Fee: _____
☐ Other Attachments: _____

Timing/deadlines: _____

Speaker requirements: _____

Audience requirements: _____

Client programs: _____

Reciprocity: _____

Other requirements: _____

Is distance learning acceptable:

Teleconference: ☐ No ☐ Yes ☐ Yes, if interactive
Audio Webcast ☐ No ☐ Yes ☐ Yes, if interactive
Notes: _____Can attorneys apply on their own? ☐ No ☐ YesRequired attachments: ☐ Timed Agenda ☐ Instructor Bios ☐ Brochure/Invitation
☐ Invitation ☐ Blank Evaluation ☐ Materials/Sample/TOC
☐ Application Fee: _____
☐ Other Attachments: _____
☐ Other Notes: _____Important Things to Note: _____

Law Firm LLP CLE Policies and Procedures

As the firm continues to offer an increased number of training programs both internally and externally, it is imperative that we coordinate our Continuing Legal Education (CLE) credit process in a more organized and effective manner. The information provided in this packet pertains to applying for or accrediting courses offered for CLE credit purposes only, and not monitoring an individual lawyer's compliance with CLE regulations.

In conjunction with the program requirements and record keeping policies below, the firm is officially designating administrative staff (CLE Contacts) to manage and monitor the course approval process under the direction of Firmwide Professional Development. In order for the firm to approve training programs for CLE credit, please be aware of the following:

- CLE Contacts have been designated in each of the jurisdictions where the firm has offices that require mandatory CLE.
- CLE Contacts must be notified in advance of the program date of the request for credit in order to ensure appropriate coordination of credit.
- CLE Contacts will work together and communicate regarding programs with multiple jurisdictional needs.
- CLE Contacts are the sole source of accrediting programs, thereby ensuring program requirements, recordkeeping and communication flow.
- All programs must adhere to the attached CLE Qualification Requirements in order for the firm to grant credit as the sponsor.

The framework for Firmwide CLE Coordination is:

<u>State/Jurisdiction</u>	<u>CLE Contacts/Role</u>
Overall Firmwide Management/ Multi-Jurisdictional Coordination/ Other U.S. Jurisdictions	Contact Name, Firmwide Professional Development Department
Texas	Contact Name, Title
Virginia	Contact Name, Title
Washington	Contact Name, Title

CLE Contacts' Responsibilities

- Knowledge of Firmwide CLE policies and procedures.
- Knowledge and command of specific state CLE requirements.
- Provide information and assistance regarding CLE policies/requirements to individual lawyers or administrative departments who wish to conduct CLE programs for credit.
- Review of proposed CLE materials to determine compliance with firm standards as well as State Bar requirements.
- Preparation and distribution of CLE certificates or posting attendance records to an internal or external database or website.
- Maintain appropriate files for each CLE program for the firm's records, and in the event of audit by a State CLE Board.
- Completion of renewal application for accredited provider status as required.
- Obtaining credit for programs not held in their specific office but requiring credit from their designated jurisdiction, (i.e., a program conducted in the London office with attorneys requesting Texas CLE credit would be handled by the Texas CLE Contact, even though the program was not held in one of our Texas offices).
- Obtaining credit or coordinating credit for firmwide or multi-office programs.
- Maintaining a relationship with their respective State CLE Board, including attending accredited provider meetings (if applicable), maintaining up to date provider regulations, keeping abreast of regulatory updates or changes and communication with CLE Board personnel.
- Participate in regular communication (conference calls) regarding CLE issues with the Firmwide Director of Professional Development and the Firmwide CLE Contact.

CLE Qualification Requirements**CLE Accreditation for Programs Sponsored by Law Firm LLP**

In order to assist practice groups, administrators and individual attorneys in the determination of whether a program presented at the firm or for clients/outside groups will qualify for CLE credit, the Firmwide Professional Development Department has prepared the following guidelines based on common requirements in the 43 mandatory CLE jurisdictions.

All firm programs should:

- Reflect an organized program of learning with the primary objective of increasing a participant's professional competence as an attorney.
- Focus primarily on substantive legal issues directly related to the practice of law, or related issues of ethics and professional responsibility.
- Have thorough, high-quality, and carefully prepared written materials distributed to all participants at or before the training session. Agendas or topical outlines alone will not suffice.
- Be presented at a time and location free from interruption by office matters.
- Contain a minimum of one hour of uninterrupted instruction (some states may allow credit for one half hour).
- Have a writing surface available to each participant.

The firm is an accredited provider of CLE with the California, New York, and Texas CLE Boards. This permits the firm to certify its own programs in accordance with the guidelines above without preparing individual application materials for each program. For all other mandatory CLE states, the firm must file applications using the materials listed below prior to the program (ideally 30-60 days in advance). Program application materials must then be reviewed by the state CLE board before a determination of credit can be made. Given the administrative costs of making individual state applications, we ask that at least 5 attorneys from a particular state register for the program and request credit prior to the firm seeking approval.

In every case, we must maintain the following information for our files and for the State CLE Boards in the event of audit:

- ✓ Course title, date, time and location.
- ✓ Complete timed agenda which should reflect the running time for each portion of the lecture (see attached template).
- ✓ Seminar outline, including topics to be covered.
- ✓ Computation of credit hours and breakdown of categories of credit, including designation as Transitional and/or Nontransitional. In most states, credit will not be given for introductory remarks and breaks.
- ✓ Name of the instructor(s) and a biography which outlines the experience and qualifications of the instructor.
- ✓ Composition of the audience (firm lawyers, general counsel, corporate executives, accountants, etc.)
- ✓ Copies of any invitations, announcements, marketing brochures and/or advertisements with required language (see attached template).
- ✓ Complete set of written materials must be provided. For ethics credit, some states require the complete written materials to be submitted prior to the program. Written materials for CLE programs:
 - must appropriately cover the subject matter (agendas or topical outlines alone will not suffice)
 - must be thorough and high quality
 - must assist participants in improving their legal competence
 - must accompany any hypothetical scenarios with course materials which assist the understanding of the subject matter or provide a written discussion or responses to such hypothetical.
- ✓ Sign in sheets and completed evaluation forms (see attached templates).

Please contact the Firmwide Professional Development CLE Coordinator if you would like to see examples of the above materials prepared for other CLE programs at the firm.

As a condition of accreditation, both a sign in sheet and completed evaluation forms must be retained by the firm as the CLE sponsor. The Professional Development Department has created a template for the sign in sheet and evaluation forms to be distributed at the program. Additionally, templates have been created for required invitation language and the timed agenda. These templates may be found in this packet. Copies of the completed evaluation forms will be made available to the instructors upon request.

Please note: Hawaii, Louisiana, Mississippi, North Carolina, and Pennsylvania will not ordinarily award CLE credit for in-house training programs. Under certain circumstances, CLE credit may be given if the program is advertised to outside attorneys.

Select New York CLE Rules

1. Each course must be designated Transitional or Nontransitional. Transitional according to the CLE rules means:

Transitional Courses – Transitional continuing legal education courses are courses designed to help recent graduates and newly admitted attorneys establish a foundation in the practical skills, techniques and procedures essential to the practice of law.

Transitional CLE Course Formats – Transitional CLE credit hours may be earned by (1) attendance at accredited continuing legal education courses or programs presented in traditional live classroom settings or (2) attendance at fully interactive videoconferences if the videoconference technology has been separately approved by the CLE Board for use by newly admitted attorneys. Videoconferences using videoconference technology that has not received separate approval by the CLE Board for use by newly admitted attorneys may not be used by newly admitted attorneys except as set forth in the regulations.

2. The type of credit must be determined for each course:

Ethics and Professionalism may include, among other things, the following: the norms relating to lawyers' professional obligations to clients (including the obligation to provide legal assistance to those in need, confidentiality, competence, conflicts of interest, the allocation of decision making, and zealous advocacy and its limits); the norms relating to lawyers' professional relations with prospective clients, courts and other legal institutions, and third parties (including the lawyers' fiduciary, accounting and record-keeping obligations when entrusted with law client and escrow monies, as well as the norms relating to civility); the sources of lawyers' professional obligations (including disciplinary rules, judicial decisions, and relevant constitutional and statutory provisions); recognition and resolution of ethical dilemmas; the mechanisms for enforcing professional norms; and professional values (including professional development, improving the profession, and the promotion of fairness, justice and morality).

Skills must relate to the practice of law and may include, among other things, problem solving, legal analysis and reasoning, legal research and writing, drafting documents, factual investigation (as taught in courses on areas of professional practice), communication, counseling, negotiation, mediation, arbitration, organization and trial advocacy.

Law Practice Management must relate to the practice of law and may encompass, among other things, office management, applications of technology, state and federal court procedures, substance abuse control, stress management, management of legal work and avoiding malpractice and litigation.

Areas of Professional Practice may include, among other things, corporations, wills/trusts, elder law, estate planning/administration, real estate, commercial law, civil litigation, criminal litigation, family law, labor and employment law, administrative law, securities, tort/insurance practice, bankruptcy, taxation, compensation, intellectual property, municipal law, landlord/tenant, environmental law, entertainment law, international law, social security and other government benefits, and alternative dispute resolution procedures.

3. Each invitation or email notice must state the following:

Whether a course or program is i) Transitional (appropriate for newly-admitted attorneys), or ii) Nontransitional (not acceptable for newly admitted attorneys), or iii) Transitional and Nontransitional (appropriate for both newly-admitted attorneys and experienced attorneys).

4. Sessions that are videotaped should include an embedded code in the middle of the tape in order for viewers to receive CLE credit.

In addition to the original, 2 copies of the videotape should be produced and all copies should be sent to the Firmwide Professional Development CLE Coordinator.

Select Virginia CLE Rules

MCLE OPINION 14 - REQUIREMENT FOR WRITTEN MATERIALS

The Supreme Court of Virginia has required by Rule of Court that courses or programs qualifying for MCLE credit must provide attendees with written educational materials which reflect a thorough preparation by the provider of the course and which assist course participants in improving their legal competence. Paragraph 17(H)(3) of Section IV, Part Six, Rules of the Supreme Court of Virginia. In compliance with this mandate, the MCLE Board has promulgated Regulation 103(f). That provision provides:

Thorough, high quality instructional materials which appropriately cover the subject matter must be distributed to all attendees at or before the time the course is presented. A mere agenda or topical outline will not be sufficient.

Although courses of shorter duration may require less lengthy materials, this requirement must be satisfied by courses of any length in order for MCLE credit to be granted.

The purpose of the requirement of written materials is threefold. First, it insures thorough course preparation by the provider. Generally, the provider must furnish materials prepared specifically for the course and the subject matter addressed. The distribution of copies of cases or statutes without customized materials is not acceptable. A second purpose of this requirement is to insure that the attendees will be provided with materials which are useful after the course is completed. Materials provided should be sufficient to assist the attendee when questions regarding the particular subject matter covered are raised at a later date and to serve as a general resource after course completion. The third reason for this requirement is to allow the MCLE Board to evaluate the quality and nature of the course and the actual subject matter being covered. Occasionally neither the title of the course submitted on an application nor the agenda for the presentation provides sufficient information about course content to allow evaluation. The review of the written materials provided to course attendees allows the Board to assess the quality and subject matter of the course and to insure that the topics addressed are appropriate for accreditation purposes.

In determining whether written materials are adequate, the Board will also consider the teaching method employed. For example, materials appropriate to participatory skills development courses, such as a trial advocacy course, will differ from a course where a straight lecture method is employed. Moreover, courses in which role-playing or other interactive teaching methods are employed will have varied materials.

Several recurring problems regarding the provision of instructional materials, however, have come to the Board's attention.

a) Written materials which contain only hypotheticals will not satisfy this requirement. While the discussion of hypotheticals can be an appropriate teaching method, written materials including only hypotheticals to be discussed will not suffice as thorough, high quality instructional material. On the other hand written materials in which the hypotheticals are accompanied by (1) course materials which assist the understanding of the subject matter and have reference value to the participants or (2) course materials which provide a thorough written discussion and/or responses to such hypotheticals may satisfy this requirement. Such written discussion or responses to hypotheticals may be provided to the participants separately at any time up to the time of the conclusion of the course.

b) Bibliographies or a list of other reference materials, such as internet sites, standing alone, will generally not suffice as thorough, high quality instructional material. Similarly, sample pleadings, without instructional materials are inadequate to satisfy this requirement.

The requirement to provide written materials can be satisfied by providing printed copies or copies stored on electronic media. It may also be satisfied by allowing attendees access to a web site or other area where electronic copies are available for downloading. In the event that a provider does not provide printed copies to all course participants, such copies must be made available to any attendee who requests them.

CLE Program Checklist

In order for your program/seminar to receive CLE credit, complete this checklist and attach the required items noted in #14 below. On templates, complete all information requested in brackets. Return to the CLE Contact listed at end of this form.

- 1) Name of program: _____
- 2) Date(s) of program: _____
- 3) Time of program: _____
- 4) Location of live program: _____
- 5) Name(s) of instructor(s): _____

6) Total credits ____ 50 min hour/ ____ 60 min hour

7) Categories of credit (see "Select NY CLE Rules" section in this packet for descriptions of the following):

- | | |
|---|------------------------------------|
| ____ General/Participatory (not for NY CLE use) | ____ Transitional (NY CLE only) |
| ____ Ethics and Professionalism | ____ Nontransitional (NY CLE only) |
| ____ Professional Practice | |
| ____ Law Practice Management | |
| ____ Skills | |

8) Method of viewing (check all that apply):

- | | | |
|---------------------------------------|--|---|
| ☐ Live Program | ☐ Videoconference | ☐ Teleconference |
| ☐ Webcast | ☐ Webconference | ☐ Video Replay (for group viewing) |

- 9) Is the program directed to attorneys? ☐ Yes ☐ No
- 10) Is the program audience predominately attorneys? ☐ Yes ☐ No
- 11) Is the program approved for newly-admitted attorneys? ☐ Yes ☐ No
- 12) Has this program been presented before? ☐ Yes ☐ No
- 13) Will the program be recorded? ☐ Yes* ☐ No

* If yes, send a copy to the CLE Contact in your office noted below.

14) **PLEASE ATTACH A COPY THE FOLLOWING ITEMS:**

- a) Timed agenda which should reflect the running time for each portion of the lecture (*see attached template*)
- b) Seminar outline covering topics discussed
- c) Instructor bio(s)
- d) All handouts and written materials (all presentations must have handouts in order to qualify for credit)
- e) Please provide a copy of any invitations, announcements, marketing brochures and/or advertisements. Note that these materials **must include the following language**: Law Firm LLP offers CLE credit in the following jurisdictions where the firm has an office: California, New York, Pennsylvania, Texas and Virginia. Law Firm LLP is a State Bar of California approved MCLE provider, has been certified as an Accredited Provider by the New York State CLE Board and is an Accredited Sponsor for the State Bar of Texas. Applications will be submitted for Pennsylvania and Virginia. For New York CLE purposes, this course is (choose one) i) Transitional (appropriate for newly-admitted attorneys), or ii) Nontransitional (not acceptable for newly admitted attorneys), or iii) Transitional and Nontransitional (appropriate for both newly-admitted attorneys and experienced attorneys). (*see attached template*)
- f) Completed sign in sheet and evaluation forms, after the program (*see attached templates*)

CLE Contact:

Office – Contact Name
 Office – Contact Name
 Office – Contact Name

Office – Contact Name
 Office – Contact Name
 Office – Contact Name

Office – Contact Name
 Office – Contact Name
 Office – Contact Name

TRAINING PROGRAM TIMED AGENDA**PROGRAM TITLE:** [Title]**DATE:** [Date]**START TIME:** [Time]**END TIME:** [Time]**INSTRUCTOR(S):** [Instructor(s) Name]**HOST LOCATION:** [Firm Name], [City] Office, [Address], [Conference Room]**COURSE DESCRIPTION:**

[LANGUAGE FROM INVITATION OR BROCHURE]

AGENDA:

# Minutes	Topic
	- Bullet
	- Bullet
	- Bullet

# Minutes	Topic
	- Bullet
	- Bullet
	- Bullet

TOTAL INSTRUCTION TIME: 0.0 Hour(s)**METHOD OF PRESENTATION AND VERIFICATION PROCEDURES:**

Live, classroom format, instructor live in [City, ST]. A sign in sheet is provided for each live, classroom seminar. A representative from the Professional Development Department, a coordinator or an attorney is on hand at the live seminar to monitor attendee sign in procedures. Evaluations are distributed to each attendee to be completed and returned.

-OR-

Videoconference, instructor live in [City, St], presented via simultaneous videoconference to [List Cities]. We conduct programs through videoconference with a live instructor in one location with participation from attorneys in other office locations. Our programs done by videoconference afford live interaction between the instructor and attendee at all times, questions may be asked and answered similar to a live program setting. Through our videoconferencing technology, the instructor and attendees are watching each other throughout the program and we provide an additional screen which shows any PowerPoint presentation or audio visual presentation material. Written materials for our videoconferenced programs are provided prior to the program or at the beginning of each program to every attendee.

A representative from the Professional Development Department, a coordinator, or an attorney is on hand at each office location to monitor attendee sign in procedures. A sign in sheet is provided for each location. Written evaluations are distributed to each attendee to be completed and returned. Also, our videoconference technology allows the speaker to always monitor attendance in the distance location visually throughout the program.

-OR-

Live, classroom format and webcast, instructor live in [City, ST]. A sign in sheet is provided for each live, classroom seminar. A representative from the Professional Development Department, a coordinator or an attorney is on hand at the live seminar to monitor attendee sign in procedures. A web conferencing program that tracks attendance is used for the webcast in real-time via the Web. Evaluations are distributed to each attendee to be completed and returned. The program affords live interaction between the instructor and attendee, questions may be asked and answered.

SAMPLE TRAINING PROGRAM INVITATION TEMPLATE**[PROGRAM TITLE]****[DATE]****[TIME]****[INSTRUCTOR(S)]**

[Invitation language.]

ROOM LOCATION:

[List of conference rooms for each office]

REQUIRED LANGUAGE...

0.0 (60 min)/0.0 (50 min) CLE Hours toward [Category of Credit]

Law Firm LLP offers CLE credit in the following jurisdictions where the firm has an office: California, New York, Texas and Virginia. Law Firm LLP is a State Bar of California approved MCLE provider, has been certified as an Accredited Provider by the New York State CLE Board and is an Accredited Sponsor for the State Bar of Texas. Applications will be submitted for Pennsylvania and Virginia. For New York CLE purposes, this course is (*choose one*) i) Transitional (appropriate for newly-admitted attorneys), or ii) Nontransitional (not acceptable for newly admitted attorneys), or iii) Transitional and Nontransitional (appropriate for both newly-admitted attorneys and experienced attorneys).

TRAINING PROGRAM ATTENDANCE SHEET – [OFFICE CITY]

PROGRAM TITLE: [Title]

DATE: [Date]

START TIME: [Time]

END TIME: [Time]

INSTRUCTOR(S): [Instructor(s) Name]

HOST LOCATION: [Firm Name], [City] Office, [Address], [Conference Room]

[illegible]

TRAINING PROGRAM EVALUATION

PROGRAM TITLE: [Title]

DATE: [Date]

START TIME: [Time]

END TIME: [Time]

INSTRUCTOR(S): [Instructor(s) Name]

HOST LOCATION: [Firm Name], [City] Office, [Address], [Conference Room]

On a scale of 1-5 (5 being the highest, best or most and 1 being the least, lowest or worst) rate by circling the number reflecting your opinion.

To what extent were your personal objectives satisfied?

Comments: _____ 5 4 3 2 1

To what extent did the environment (space, conference room, etc.) contribute to the learning experience?

Comments: _____ 5 4 3 2 1

To what extent did the written materials contribute to the learning experience?

Comments: _____ 5 4 3 2 1

To what extent were the objectives stated in the promotional literature or those stated at the beginning of the program satisfied?

Comments: _____ 5 4 3 2 1

To what extent did the program contain significant current intellectual or practical content?

Comments: _____ 5 4 3 2 1

To what extent did the technology contribute to the learning experience?

Comments: _____ 5 4 3 2 1

Please rate the instructor(s) on the same scale.

Name of Instructor(s):	[Instructor 1 Name]	[Instructor 2 Name or Delete]
Overall Teaching Effectiveness	5 4 3 2 1	5 4 3 2 1
Effectiveness of Teaching Methods	5 4 3 2 1	5 4 3 2 1
Significant Current Intellectual or Practical Content	5 4 3 2 1	5 4 3 2 1
Comments: _____		

Other comments?

Name (optional): _____

Office Location/City: _____

Please return completed evaluation forms to CLE Contact for your office. Thank you!

CLE Contacts:

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

Office – Contact Name

UNIFORM CERTIFICATE OF ATTENDANCE**SPONSOR:** Law Firm LLP**COURSE TITLE:** [Program Name]**DATE:** [Program Date]**LOCATION:** [City, ST]**This program has been applied for CLE credit for:**

_____ CLE credit hours based on a 60 min./hr.

_____ CLE credit hours based on a 50 min./hr.

Of this total, 0.0 CLE credit hours of this program are devoted to instruction in ethics.Note: Introductory remarks, keynote addresses, business meetings, breaks, receptions, etc. are not included in the computation of credit.**TO BE COMPLETED BY THE ATTORNEY**

By signing below, I certify that I attended the activity described above and am entitled to claim _____ CLE substantive credit hours and _____ CLE ethics hours.

Attorney Name (print)_____
Signature_____
Membership, Registration or Supreme
Court Number_____
Date_____
State where credits are to be registered
(Complete a form for each state to which you are required to file.)

Acknowledged by:

Contact Name, Title

Program Checklist for Firmwide Training

Course Title:_____

Speaker: **Firmwide (FW)-** **Local-**

Date: _____

<u>Task</u>	<u>Responsibility</u>
☐ Reserve Firmwide Video Conference and Local Conference Room	FW Coordinator
☐ Confirm audio visual (AV) arrangements, order food, confirm conference room and appropriateness of room	Local Training Contacts
☐ Send announcement to Attorneys (FW, Dept) and copy Training Contacts, CLE Contacts and Training Faculty	Director
☐ Send follow up announcement to attorneys copying your Training Faculty, Director and FW Coordinator regarding program date, time, conf. room, and any attachments and handouts (send via Outlook calendar and request RSVP)	Local Training Contacts
☐ Prepare a file for the training session printing out all attachments, handouts	Local Training Contacts
☐ Set up or apply for CLE credit for the program	Local CLE Contacts
☐ Duplicate materials to bring to session in case attorneys do not bring their copy (2-3 copies)	Local Training Contacts
☐ Send PowerPoint presentation to AV for videoconference set up	FW Coordinator
☐ Contact your Training Faculty to confirm their attendance and/or participation	Local Training Contacts
☐ Customize Sign-in Sheet and Evaluation Forms using templates provided to bring to Training Session	Local Training Contacts
☐ Send reminder e-mail to attorneys and Training Faculty	Local Training Contacts
☐ Confirm food order and AV with Conference Room Scheduler the day before the program	Local Training Contacts
☐ Make sure external speakers are on security list to get into building	Local Training Contacts
☐ Make name badges or table tents if necessary, pack blanks and markers	Local Training Contacts
☐ Pack pads, pens, blank name badges, name badge holders, table tents, pens and markers	Local Training Contacts
<u>After program:</u>	
☐ Collect Sign-in Sheet and forward to local CLE contact for processing CLE credit	Local Training Contacts
☐ Copy Evaluation Forms for file and send originals FW Coordinator	Local Training Contacts
☐ Keep notes for your files of the "no shows" (only those that are mandatory)	Local Training Contacts
☐ CLE processing completed for attorneys attending the session.	Local CLE Contacts
☐ Evaluation summary or copies sent to Faculty	Director
☐ Thank you note and gift sent to Faculty	Director
☐ Materials loaded onto firm intranet, if applicable	FW Coordinator
☐ DVD copies made	FW Coordinator
☐ DVD and materials sent to library and any additional requestors	FW Coordinator

In-House Training Program Checklist

Action Item	Completed
Set Date and Time	
Contact Conference Services to Request Room, Food and AV	
Make Hard Copy File with Letter Size Redweld, 5366 File Label, Arial Bold 12 Font (or smaller if necessary), Program Name & Date	
Add Program to Master Outlook Calendar, PD Calendar (DM# 000000) and PD Programs Spreadsheet (DM# 000000)	
Send Email Announcement Two Weeks Before Program via Outlook Meeting Request and Include Speakers, Deans and Local Contacts	
Obtain Materials from Speaker(s) and Bio (if external) and Confirm Speaker AV Needs	
Assemble and Copy Materials. Send Copy by Email to Local Contacts	
Create CLE Sign in Sheet and Evaluation Form. Send Copy by Email to Local Contacts. Create and send the evaluation through ViDesktop.	
Send Reminder Email and Include Speakers, Deans and Local Contacts	
Call Speaker the Day Before to Reconfirm	
Forward PPT to AV Department and cc Conference Room Services	
Check Set Up 30 Minutes Before Program ☐ Bring Materials, Sign In Sheet, Evaluations (if using hardcopy), Pens, Attendance List ☐ Check Room Layout ☐ PPT Loaded ☐ Camera Set Up ☐ Place Materials at Each Chair Conducive to Room Set Up, Maximize View of Instructor ☐ Make Announcements (CLE, etc.) ☐ Attend Program (if available)	
Send ViDesktop Evaluation to Attendees (with two week deadline) Unless Hardcopy Evaluations Were Distributed at the Program	
Make a Copy of the Sign In Sheets and Place in the CLE Sign In Sheets Binder for the Appropriate Year	
Upload Materials to Professional Development Intranet if Applicable	
If Program was Videotaped, Get Master DVD from AV Department. If Applying for Video CLE, Make Additional Copies	
Clear Email Files, Print Important Correspondence for Hardcopy File and Delete Unnecessary Emails	
Complete the CLE Applications, May be Done Prior to Program if Materials are Received in Advance	
Submit Check Request to Accounting for CLE Applications and Update PD Programs Spreadsheet (DM# 000000)	
Mail Applications to CLE Boards Once Checks are Received and Update PD Programs Spreadsheet (DM# 000000)	
After Evaluation is Closed, Print for File	
Once CLE Approval is Received Email CLE Form to Attorneys, Send Uniform Certificate with Attachments to Attorneys from States Where Firm Did Not Apply	
Create Video CLE File (DVD, CLE Forms and Materials, inc. One Master Set) if Applicable and Update PD Programs Spreadsheet (DM# 000000)	
File	

Firmwide CLE Accreditation Checklist**PROGRAM:** _____

- ☐ Copy any sign in sheets received and place a set in the CLE Sign In Sheets binder for the appropriate year
- ☐ Copy completed evaluations and send a set to firmwide files
- ☐ Compile CLE packets and make a copy for CA, NY, PA, TX, VA and any other states based on the states represented on the sign in sheets received. For example if you receive sign in sheets for New York, San Antonio, Dallas and Houston, make two complete sets of the CLE packet to send to the CLE contact (one for New York, one for Texas). Contents of the CLE packet are based on the "CLE Program Checklist" found in the Firmwide CLE Policies and Procedures manual. CLE packets should arrive complete and in good order from the person requesting CLE accreditation
- ☐ Send the CLE packet to each CLE contact with the appropriate "CLE Memo to Contacts re Certificates" cover memo (DM# 000000) and include a copy of the sign in sheets with the attorneys highlighted who are seeking credit. For instance if the sign in sheet is from DC and the attorney needs NY CLE, send a copy of the DC sign in sheet to NY with the attorneys highlighted who are licensed in NY
- ☐ Send a packet with memo and uniform certificate to attorneys requesting CLE in a state where we don't apply for credit. Send the attorney the "Uniform Certificate of Attendance" (DM# 000000) with a "Uniform Certificate of Attendance Cover Memo" (DM# 000000) and include the timed agenda, speaker bios, invitation, outline of materials/presentation
- ☐ Apply for VA CLE, see VA CLE Applications instructions found later in this document under the DC Attorney Development section
- ☐ Add the program to the master spreadsheet "DC Attorney Development Files" (DM# 000000) or just update the program if it has already been added
- ☐ Other: _____
- ☐ Other: _____