

How to Get Your CLE Credits

The American Bar Association (ABA) has requested continuing legal education (CLE) accreditation for this program in most states that require CLE. Each state has its own rules and regulations on CLE. This program may not receive credit in some states. In addition, the category of credit or the number of CLE credit hours may vary from state to state. Therefore, check with your state CLE regulator for confirmation of approval, the category of credit approved, and to verify the number of CLE credit hours.

Program Evaluation Form

If you were provided a hard copy program evaluation form, please complete it and return it to the ABA program registration desk before you leave. Otherwise, please complete the online program evaluation at your earliest convenience. Thank you for your feedback as it helps us to continue providing the high-quality programs that you expect.

Standard Attendance Form and Uniform Certificate of Attendance for Most States

With exceptions for the states below, attorneys sign in once per program on the standard attendance form and are issued a Uniform Certificate of Attendance for CLE credit. Complete the lower portion of the certificate including your membership, registration, or Supreme Court identification number. Complete a certificate for each state in which you are required to report. Please refer to the top of the certificate for individual state filing instructions and be sure to keep a copy of the certificate for your records. Each state has its own retention period. View MCLE information for your state online at <http://americanbar.org/mcle>. Do not return your certificate to the ABA.

Delaware Attorneys

Delaware attorneys and speakers seeking CLE credits must sign in at each individual session you attend. You will receive the Uniform Certificate of Attendance.

Illinois Attorneys

Illinois attorneys and speakers seeking CLE credits must sign in at each individual session you attend. The sign-in documentation is used to verify your total number of CLE hours. If you do not sign in at each individual session, the ABA cannot provide you with your customized Illinois Certificate of Attendance or Illinois Certificate of Teaching (for faculty). Certificates are provided either by session or in a combined certificate for the overall program. If an Illinois Certificate of Attendance is not available at the end of the CLE program (or session), the ABA will first verify your attendance then email or mail a completed certificate to you within 60 days.

Louisiana Attorneys (Programs Held in Louisiana)

If the in-person meeting is being held in Louisiana, Louisiana attorneys must complete the State Bar of Louisiana Course Attendance Form to report attendance. Follow the instructions on the form and return the completed form to the ABA program registration desk before you leave so that the ABA may report your credits. For programs outside Louisiana, Louisiana attorneys must use the Uniform Certificate of Attendance (see above).

New York Attorneys

New York attorneys and speakers seeking CLE credits must sign in and sign out of each individual session you attend. The sign-in/sign-out documentation is used to verify your total number of CLE hours. If you do not sign in and out, the ABA cannot provide you with your

customized New York Certificate of Attendance. Certificates are provided either by session or in a combined certificate for the overall program. If a New York Certificate of Attendance is not available at the end of the CLE program (or session), the ABA will first verify your attendance then email or mail a completed certificate to you within 60 days.

Pennsylvania Attorneys

Pennsylvania attorneys must complete the Pennsylvania CLE Credit Request form to report attendance at in-person programs. Follow the instructions on the form to complete it. Do not return the form to the ABA.

Tennessee Attorneys (Programs Held in Tennessee)

If the in-person meeting is being held in Tennessee, Tennessee attorneys must sign in and sign out of each session on the special Tennessee Course Attendance Form. For all other in-person meetings, Tennessee attorneys sign in on the standard attendance form. In both cases, Tennessee attorneys receive the Uniform Certificate of Attendance.

Texas Attorneys

Texas attorneys must complete the Texas CLE Course Attendance Form to report attendance at in-person programs. Follow the instructions on the form and return the completed form to the registration desk before you leave so that the ABA may report your credits. If you are reporting your CLE credits online, you may obtain the nine-digit Texas Course ID # by visiting www.texasbar.com (use the MCLE Course Search in the MCLE area of website) or by contacting the ABA. It takes approximately 4-8 weeks for the application to be reviewed and the Texas Course ID # to be available.

Questions? Please visit <http://americanbar.org/mcle> for more information.