



**Application for New York State CLE Accreditation for Events
at the Benjamin N. Cardozo School of Law**

(Please submit this completed application and attachments to pwalsh@yu.edu)

Please attach the following required documents:

- 1) A brief synopsis of the event;
- 2) A detailed timed agenda including speakers and the *start AND stop* times of each panel;
- 3) Bios of all speakers, including law school, bar year/state and employment - the New York State CLE Board requires at least one attorney in good standing on each panel;
- 4) Copies of handouts and written materials to be distributed;
- 5) Event invitation.

Event Title:	
Event Date:	
Event Location:	
Sponsoring Organization:	
Contact Person:	
Contact Person's E-mail:	
Registration Fee (if any):	
Type of Credit: Transitional (for newly admitted attorneys <i>only</i>) Non-transitional (for experienced attorneys <i>only</i>) Both (all attorneys)	
Category of Credit: (see page 6 for definitions) Ethics & Professionalism Skills Law Practice Management Areas of Professional Practice Diversity, Inclusion and Elimination of Bias	
Name of person who will be responsible for collecting signatures on the day of the event and distributing CLE certificates:	

Process for Applying for CLE Accreditation for Events at the Benjamin N. Cardozo School of Law

1. Contact Peter Walsh, the CLE Certification Administrator at pwalsh@yu.edu as soon as you begin planning your event. Submit the application and required attachments ***three weeks prior to the event itself.***
2. Please do not advertise your event as “CLE approved” until it has been formally approved. Once approved, advertise your event with the approved promotional material, collect RSVPs, and distribute written materials electronically in advance of the event (optional).
3. If there is a fee for attending the event, please include Cardozo’s financial hardship policy with any advertising or invitations (see page 5). Notify the Mr. Walsh of any financial aid requests received and any aid awarded.
4. Please submit the attendee RSVP list and the final presenter list (as separate excel or word documents) two days in advance of the program to pwalsh@yu.edu so the CLE certificates can be prepared.
5. Event organizers are responsible for distributing CLE certificates to speakers and attendees. This is usually done at the end of an event. Mr. Walsh will provide pre-printed CLE certificates, evaluation forms and blank certificates in advance of the event. Use the blank certificates for any late RSVPs or walk-in attendees. Make your evaluations available to anyone who wants to fill them out.
6. Collect signatures and completed evaluations and pass out certificates in accordance with the rules on page 4.
7. After your event has occurred, please provide Mr. Walsh with both scanned and hard-copy copies of your sign-in sheets and completed evaluations.

In order to maintain its status as an Accredited Provider of CLE credit, Cardozo must follow certain procedures. Thank you for your cooperation in following these steps. Please contact the Peter Walsh, the CLE Certification Administrator, at pwalsh@yu.edu with any questions.

Explanation of the Required Documents

- 1) **A brief synopsis of the event.** One or two paragraphs for the event as a whole and an additional paragraph for each panel within an event.
- 2) **A detailed timed agenda** including speakers' names and the **start AND stop times** of each panel.

From the NYS CLE Board FAQs Answer List: "One CLE credit hour is awarded for each full 50 minutes of CLE instruction or other accredited CLE activity, exclusive of introductory remarks, breaks, meals or other noneducational activities. Credit is calculated in increments of 25 minutes (25 minutes equals .5 CLE credits). Less than 25 minutes is no credit, 25-49 minutes equals .5 credit hours, 50-74 minutes equals 1 credit hour, etc."

- 3) **Bios of all speakers**, including law school, bar year/state and employment. The New York State CLE Board requires at least one attorney in good standing on each panel.
- 4) **Copies of handouts and written materials** to be distributed. If the actual documents are not available at the time of application, please provide a description of them. Those handouts and written materials must be submitted in advanced of the event.

The *New York State CLE Board* requires that materials be made available for all panels. They can be made available electronically, but at least some materials must be available in hard copy at the event. These materials should be relevant to the program. Some examples are: an article from a law firm, Westlaw, journals or a legal publication; a synopsis of a case; or a PowerPoint presentation. There is no minimum page limit. Articles from the lay media, such as the *New York Times* or *Washington Post* may be distributed but are usually insufficient on their own to qualify for CLE accreditation.

- 5) **Event invitation.** The invitation must explicitly state:
 - a. how many CLE credits are available
 - b. which categories the credits are in
 - c. whether the credits are transitional, non-transitional, or both
 - d. the financial hardship policy if there is a fee for attending (see pg 5)
 - e. the RSVP and registration requirements.

Rules for Collecting Signatures

1. On the day of the event, you have a pre-printed chart with names of the attendees. You are responsible for creating this document. People can simply sign next to their name as they come in.
2. Anyone who did not RSVP but wants CLE should LEGIBLY print their name and address and also sign next to the name and address.
3. Someone on your team must be responsible for making sure people sign in and out properly. Additionally, either upon arrival or at the end of the event, each attendee should be provided an evaluation form.
 - a. For a single session event, the sign-in and sign-out sheet need not record the exact time of arrival and departure; it is ok to simply indicate that someone arrived at the beginning and left at the end – a check mark, or initials, will suffice.
 - b. For a multi-session event, for which CLE is all or nothing (i.e., no credit for individual panels, just x credits for the whole event), you can do the same thing.
 - c. For a multi-session event, where CLE credit is given per session, it is best to have separate sign-in sheets for each session. Otherwise, the sign-in sheet needs to indicate the exact time of arrival and time of departure.
 - d. If you have questions, please contact Peter Walsh, the CLE Certification Administrator, at pwalsh@yu.edu for suggestions about the best way to create the sign-in sheet for your particular event.
4. If the program is divided into sessions, then people can stay for individual sessions as they wish. To get CLE credit for the session, however, they must stay for *the entire individual session*. Someone who leaves early (or comes more than 15 minutes late) cannot get credits unless
 - a. the person has a really good excuse. and
 - b. a portion of the program, which they attended, can meaningfully stand alone as a coherent presentation.
5. This means that CLE registration must close 10 minutes after the start of the program or session. Anyone who is more than 10 minutes late will not be able to get CLE credit for the session or event. The Board is very serious about this, and the rule ensures the integrity of the process.
6. Similarly, people are not allowed to leave in the middle of a program and still get CLE credit. So if someone leaves and asks for the certificate, do not give it to them, no matter what the reason. Every attorney knows that is the rule. The same thing applies for lateness (this is why you *must* close the CLE registration table after 10 minutes from the start of the program). If your program is one that has more than one session, then people are allowed to leave at the end of the session only. If your program has more than one session, then we suggest that you don't close the registration table after 10 minutes (as you would for single-session events), but rather refuse to sign anyone in if they come in the middle of the session.
7. In short, people do really need to attend the event, and we need to know they attended in order to receive CLE credit. No cheating.

**Benjamin N. Cardozo School of Law Financial Hardship Policy
For Continuing Legal Education Programs**

Full and partial tuition scholarships are available for all CLE programs sponsored or cosponsored by Benjamin N. Cardozo School of Law. Requests for scholarship are considered on a case-by-case basis, and availability is subject to space limitation.

Part 1500. Mandatory Continuing Legal Education Program for Attorneys in the State of New York

(available at: <http://www.nycourts.gov/attorneys/cle/Eff-010118-NewCategoryCLE-Credit.pdf>)

§1500.2 (c)-(g) Definitions

(c) **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; substance abuse control; and professional values (including professional development, improving the profession, and the promotion of fairness, justice and morality).

(d) **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.

(e) **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, stress management, management of legal work and avoiding malpractice and litigation.

(f) **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.

(g) **Diversity, Inclusion and Elimination of Bias** courses, programs and activities must relate to the practice of law and may include, among other things, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the legal profession, and sensitivity to cultural and other differences when interacting with members of the public, judges, jurors, litigants, attorneys and court personnel [effective January 1, 2018]. Further explanation: These programs may include, among other things, diversity, inclusion and elimination of bias based on, for example, race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, age or disability.