

**WBASNY CONTINUING LEGAL EDUCATION (CLE)  
CHECKLIST  
(FOR USE BY CLE LIAISON)**

Re: [name of program]  
[date and time of program]  
[location of program]  
[MCLE credits: transitional \_\_\_\_\_ or advanced \_\_\_\_\_ ]  
[Charge for program: \_\_\_\_\_ ]

**Four weeks before the program** e-mail all the materials listed below to the designated WBASNY CLE-Co-Chair and WBASNY headquarters. You will receive a response from the CLE-Co-Chair within two weeks from submission of a complete packet. (If a co-chair is unable to receive an e-mailed version or has other technical difficulty, you will be advised.)

- Copy of the flyer advertising CLE course. It must contain:
  - The program title
  - The date, time and location of the program
  - The program faculty
  - A brief description of the program
  - The WBASNY financial hardship policy
  - The amount and type of CLE credits requested
- Copy of complete written materials plus a title page or other agenda page setting forth the content/topic and speaker for each half-credit hour (25 minute) increment.<sup>1</sup> (*Note: Each credit hour consists of fifty (50) minutes of instruction or other accredited activity exclusive of introductory remarks, meals, breaks or other non-educational activities. Credit hours are calculated in no less than one-half credit hour (25 minute) increments.*) Please indicate which written materials correspond to each segment.
- Copy of the faculty lists with faculty biographies/credentials.
- A signed License to Publish or Reprint form for each faculty member as well as any copyright permissions (if any).
- A copy of the WBASNY CLE attendance sheet.
- A copy of the WBASNY speaker evaluation form.

**Within two weeks after the program** e-mail the following documents to WBASNY headquarters:

- A copy of the final form of program materials *as approved*.
- Program evaluation forms for all attendees
- Registration attendances sheets. (Only legible documents can be accepted.)
- A type-written list of all attendees and speakers.
- A copy of the advertisement or publicity flyer
- A copy of the timed agenda
- Faculty biographies/credentials and signed License to Publish or Reprint form for each
- Number of financial hardship hardships requested: \_\_\_\_\_ (Include a copy of the written request(s)) and the number of financial hardship requests granted: \_\_\_\_\_.

**Mail to WBASNY headquarters:**

- Check payable to WBASNY equal to \$10 for each attendee and each speaker requesting CLE credit. The cost of CLE programs (excluding food) will be waived for up to ten (10) attorneys employed by a non-profit organization in New York State that provides direct legal services to victims of domestic violence.

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<sup>1</sup> The MCLE web site FAQ section specifies that "[t]imed agendas are required for all CLE courses or programs. A timed agenda should indicate the start and end times for each session, the time allotted for breaks (if any) and a description of the content of each session. If there were multiple presenters, the timed agenda should indicate which speaker(s) participated in each segment."