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:
  o The program title
  o The date, time and location of the program
  o The program faculty
  o A brief description of the program
  o The WBASNY financial hardship policy
  o 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.1 (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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1 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.”