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

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

Six weeks before the program

- ❏ Request date and time for webinar
- ❏ Webinar setup information to include:
  - o Title of program
  - o A brief description of the program
  - o Chapter or Committee logo graphic, if applicable
  - o Name of program facilitator
  - o RSVP email address
  - o The amount and type of CLE credits requested
- ❏ Speaker(s) information to include:
  - o Name, title, affiliation, email address
  - o Narrative bio (1,000 words or less)
  - o Photo in jpeg or png

Four weeks before the program e-mail all the materials listed below to the designated WBASNY CLE-Co-Chair <u>and</u> 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 (not required if program hosted by WBASNY):
  - 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
- ❏ Copy of complete written materials plus a title page and a timed agenda 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.)* Written materials are needed for each agenda segment. 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).

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

- ❏ If modified after initial submission and before approval, a copy of the final form of program materials *as approved.*
- ❏ Number of financial hardship hardships requested: _____ (Include a copy of the written request(s).)
- ❏ Number of financial hardship requests granted: _____.

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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."