

1. The Executive Committee encourages committees to develop continuing legal education programs. The programs can range from introductions to substantive topics, to updates for experienced practitioners, to hands-on training and practicums to develop and hone legal skills.

The CLE Committee helps coordinate the City Bar's CLE efforts, through the City Bar Center for Continuing Legal Education. The City Bar Center staff will work with committees to develop CLE programs.

With CLE mandatory for all New York lawyers, there has been great interest in attending programs where CLE credit is offered. **Please note that no program for which CLE credit is to be offered may be conducted without coordinating with the City Bar Center for CLE.**

When your committee begins to discuss a CLE program please follow these steps:

- a. **Contact Michelle Schwartz-Clement, the Director of the City Bar Center for CLE (212-382-6606 or mschwartz-clement@nycbar.org), to discuss the initial planning of the program.** Ms. Schwartz-Clement will be able to advise you regarding programs covering similar subject areas which have been held in the recent past or are planned for the future, and how the City Bar Center can work with the committee on program development.
 - b. **Work with the Director to choose a date for the proposed CLE program. The City Bar Center will work with you to develop ideas, program content and recruit faculty.** CLE programs may be held any weekday or weekday evening. CLE programs should be planned at least six months in advance. Full day or multi-day programs should be planned more than six months in advance depending on the subject matter and necessary arrangements.
 - c. **Identify proposed panelists or speakers for the CLE program.** Committees are urged to present diversified panels of speakers.
 - d. **Develop the program's agenda and schedule as early as possible.** This enables the City Bar Center to make the necessary arrangements for announcing and advertising the program.
 - e. **Work with the City Bar Center in refining the program agenda, obtaining written materials from the speakers and identifying the intended audience.** The City Bar Center will be responsible for coordinating the program arrangements, including making space and catering reservations, advertising and announcing the program, collecting and editing the accompanying written materials and if you prefer, obtaining the necessary instructors for the program. The City Bar Center will also run registration, collect evaluations and ensure MCLE compliance by: handing out CLE certificates at the program, determining the CLE credit breakdown, filing the required information with the CLE Board and maintaining program records for four years.
2. **Co-sponsorship of CLE Programs with Other Committees**

Committees sponsoring CLE programs are encouraged to identify, during the planning stages, committees sharing subject matter jurisdiction. While the City Bar Center will coordinate advertising efforts for the CLE program, each committee is urged to notify and encourage the attendance of its own members and their colleagues. Co-sponsorship with outside organizations will be considered; however, any co-sponsorship has to be organized and agreed to by the Director of the City Bar Center for CLE.

3. Written Materials for CLE Programs

The Regulations and Guidelines of the State's CLE Board require that:

- a. Written materials must be prepared or compiled specifically for the accredited course or program and must specifically address each topic presented.
- b. Materials must reflect that they are timely or that they have been updated with specific reference to the course or program.
- c. Materials must cover those matters which one would expect for a comprehensive and professional treatment of the subject matter of the course or program.
- d. Brief outlines without citations or explanatory notations will not suffice.

Written materials must be submitted to the City Bar Center in final draft **no later than six weeks before the date of the program**. The City Bar Center reserves the right to edit, delete and supplement the materials, subject to consultation with the committee.

4. Waivers for CLE Speakers

Names, titles, addresses and telephone numbers of the speakers should be submitted to the City Bar Center as soon as possible in order for the Department to secure the necessary waivers from the speakers. As with other City Bar programs, the waivers are requested to permit the City Bar to audiotape or videotape the proceedings and make them available along with the written materials to those who could not attend.

5. Fees for CLE Programs

In accordance with an Executive Committee resolution, an attendance fee (which includes a materials fee) will be charged for all CLE programs. The Executive Committee has delegated to the Executive Director the authority to set the appropriate charge for the program.

The City Bar Center Director will be pleased to answer any questions or generally discuss a committee's interest in presenting a CLE program.

6. City Bar Center Accreditations

The City Bar Center for CLE is an accredited provider for online programs as well as a fully accredited provider in New York, California, Illinois, and New Jersey.

7. Pro Bono CLE programs

The City Bar is able to present a limited number of CLE programs related to providing pro bono or legal services to the disadvantaged. Committees interested in sponsoring a CLE topic which maybe pro bono in nature must contact Michelle Schwartz-Clement, (212-382-6606 or mschwartz-clement@nycbar.org) to discuss the topic, and determine whether the CLE Center will be able to sponsor it, and discuss possible dates. The program content and date **must receive prior approval by the CLE Director** in order for the program to be accredited; reserving a room or advertising the program does not mean the program will be accredited.

Once the topic is approved, the CLE Center will accredit the program by reviewing the materials and producing the necessary documentation but will not be responsible for administrative details nor bear any expense related to the program. The committees presenting the program will have those responsibilities.