

What is CLE? A Checklist



2026-2027 Bar Year

CBA is an accredited provider of New York CLE, and produces most programs using New York standards. Many members are admitted in New York, and New York CLE credits are accepted towards the CLE requirements of many other states. These standards are slightly different from Connecticut. The most significant differences are:

- 1) the requirement of “[t]horough, high quality, readable and carefully prewritten materials” that are timely, relevant, a comprehensive and professional coverage of the subject matter presented, and prepared by, or approved by the presenter,**
- 2) the use of the 50-minute hour (each 50-minutes of presentation merits 1 hour of credit),**
- 3) the minimum credit unit of .5 hours,**
- 4) no partial credit.**

CBA also produces or supports programs that offer only Connecticut CLE credit. In Connecticut, no materials are required, a 60-minute credit hour is used, and there is no minimum unit of credit. However, we strongly encourage the production of written materials for all CLE events.

The Program:

The program must have significant intellectual or practical content, and have as its main purpose to increase the professional legal competency of attorneys in:

- a. ethics and professionalism;
- b. skills;
- c. law practice management;
- d. areas of professional practice;
- e. Diversity, inclusion and the elimination of bias;
- f. Cybersecurity, privacy and data protection-ethics;
- g. Cybersecurity, privacy and data protection-general.

Speakers:

_____ The instructors must have experience with, and expertise in, the subject matter. If the speakers are not attorneys, then a licensed attorney in good standing must actively participate in the program. Speakers must have at least two years of experience with the subject matter.

_____ Bios and headshots in high definition Jpeg format for each speaker must be provided to the CBA at least 45-days prior to the event.

Materials:

There must be “[t]horough, high quality, readable and carefully prewritten materials” for each hour of CLE credit. Written materials must be provided to the CBA at least 30-days prior to the event, and are emailed to all participants by the CBA two days before the seminar.

Written Materials for CLE programs must satisfy the following criteria:

_____ materials should be prepared or compiled specifically for the specific CLE program, and must thoroughly cover each topic presented in the program;

_____ materials should be prepared or adopted by the speaker, who is responsible for

- _____ obtaining any copyright releases for the reproduction and sale of materials;
- _____ materials should be timely and/or updated with specific reference to the program;
- _____ materials should cover those matters that one would expect for a comprehensive and professional treatment of the subject matter of the program;
- _____ brief outlines or Powerpoint slides without citations or explanatory notations do not constitute compliance with the accreditation criteria.

Logistics:

- _____ The CLE is held in a location conducive to learning, which may be virtual by webinar.
- _____ Attendance is monitored and verified. Attendance verification forms are used for in-person seminars and verification code registration pages and Zoom attendance lists are used for webinars.
- _____ Timing: One hour of CLE credit can be given for each 50-minute period of instruction for NY CLE, and for every 60-minute period of instruction for CT CLE.
- _____ Surveys specific to the program are distributed to attendees and collected and maintained by CBA. Surveys for webinars are linked to the verification code page and/or sent in a reminder email from Zoom.
- _____ NY CLE credit will only be provided to a participant who attends the “entire course or program, or for attendance at an entire session of a course or program”. New York State CLE Board **Regulations & Guidelines**, Section 2.(D)(1).