

We are implementing temporary changes to address the concern about the spread of the COVID-19 Coronavirus. As you know, newly admitted attorneys (those admitted to the New York State Bar for two years or less) are required to earn New York CLE credit in the Skills category in a traditional live classroom setting or a fully interactive videoconference group setting.

**Effective March 11, 2020 through December 31, 2021**, the New York State CLE Board (the “CLE Board”) permits newly admitted attorneys to participate in Skills CLE courses by either individual (self-study) or group participation, in the following live, nontraditional formats, where questions are allowed during the program:

- webconference,
- teleconference, and
- videoconference.

**Effective March 11, 2020 through December 31, 2021**, the CLE Board approves **all** Accredited Providers to offer CLE programs in either individual (self-study) or group participation in the above-listed formats, provided they do so in accordance with all applicable requirements set forth in the CLE Program Rules and New York State CLE Board Regulations & Guidelines.

If your organization is already approved to offer CLE credits in the above formats on an individual and/or group participation basis, please continue to follow your established and approved attendance verification procedures.

**If your organization is not already approved in the above formats, you do not need to apply for approval to do so, but you *must* follow the specific attendance verification procedures set forth below:**

#### Individual (Self-Study) Participation – Attendance Verification Codes & Attorney Affirmation

1. At the beginning of the program, inform participating attorneys that for New York CLE attendance verification purposes, any course codes announced during the program must be recorded on the affirmation form available in the CLE Board website at:  
[http://ww2.nycourts.gov/attorneys/cle/affirmation\\_sample.pdf](http://ww2.nycourts.gov/attorneys/cle/affirmation_sample.pdf)
  - Do not inform the attorneys of the number of codes that will be announced. You should not state, “One course code will be announced.” You should simply state: “Please record all attendance verification codes announced during the program.”

2. Create the course code(s). For example, for a program on environmental law, the codes may be words, such as “plastic” and “green” (or the codes may be a set of letters/numbers, such as “GRN948” and “8PLA7”). Please keep a record of the course code(s) for each program.
3. You or your presenter(s) must announce the course code(s) during the program.
  - There should be at least one code for every 50 minutes of instruction. You should not announce the code(s) at the very beginning or end of a program. For example, for a 50-minute program, announce the course code at the 40-minute or 45-minute mark.
4. A participating attorney must record the course code(s) on the affirmation form and send (email is fine) the completed form to you.
5. You must review the completed affirmation form carefully to verify the accuracy of the code(s). You should not award New York CLE credit if all course code(s) are not accurately reported by the participating attorney.
6. You should retain copies of the completed affirmation forms and must retain an official attendance list for all CLE programs for at least four years from the date of the program.

#### Group Participation - Monitored Sign-in/Sign-out Attendance Sheet

For programs offered in the live, nontraditional formats: webconference, teleconference and videoconference, where questions are allowed during the program, in a group setting - where participants are seated *together physically in one location*:

1. The attorney(s) must sign and record their arrival and departure times on the sample sign-in/sign-out attendance sheet that is available on the CLE Board website at: [http://ww2.nycourts.gov/attorneys/cle/signin\\_sample.pdf](http://ww2.nycourts.gov/attorneys/cle/signin_sample.pdf)
2. You must have a monitor in place throughout the program to verify attendance by the participating attorneys and note any late arrival and/or early departure times.
3. You must review the completed sign-in/sign-out attendance sheet(s) carefully and issue the appropriate number of CLE credit hours to participating attorneys.

4. You should retain copies of the sign-in/sign-out attendance sheet(s) and must retain an official attendance list for all CLE programs for at least four years from the date of the program.

We appreciate your cooperation and patience as we implement these temporary changes, and, as always, please feel free to contact the CLE staff if you have any questions.