

The American Board of Certification
Instructions for Completing the
Appendix D: Continuing Legal Education (CLE)
(Revised 4/7/2009)

All CLE hours submitted are subject to review by the ABC Standards Committee.

Continuing Legal Education (Amended Rule 3.1.4)

All applicants must state **60 hours** of CLE within the 36 months prior to the date of the Application. As an example, if an Application is dated January 1, 2008, the 60 hours of CLE must have occurred in the "36-month window" from January 1, 2005 through January 1, 2008. Where the Applicant supplements CLE on a date later than the Application date, the 36-month period shall end on the date of the most recent CLE course for which the Applicant seeks credit and CLE credits earned prior to the new "36-month window" will not be considered. Using the above example, if the Applicant obtained additional CLE credits toward the 60-hour requirement on March 1, 2008 the total 60-hour requirement would have to be met in the "36-month window" from March 1, 2005 through March 1, 2008 and CLE credits submitted for periods prior to March 1, 2005 would not be credited.

3.1.4. Continuing Legal Education.

- (a) **Bankruptcy Law.** The applicant must have participated in at least sixty hours of continuing legal education (CLE) in bankruptcy law within the thirty-six months immediately preceding the date of the Long Form Application. If the applicant cannot meet this requirement as of the date of the Long Form Application, the Standards Committee shall not be required to consider the application until such time as the applicant has satisfied the requirement by attending such additional CLE programs as are necessary so that sixty CLE hours have been earned within a 36-month continuous period. **At least thirty hours** of the CLE requirement must be satisfied by participation as an attendee (i.e., not as a speaker) at live, in-person CLE programs (**not including** at in-house CLE programs, i.e., CLE programs offered by the applicant's own law firm or employer as a state-approved CLE provider). Participation in other forms of CLE, including in-house CLE programs and in non-live or interactive CLE programs (including internet-based, televised or teleconference CLE programs) may satisfy the CLE requirement only to the extent that one or more of the state bars or other licensing authorities governing the applicant's right to engage in the active practice of law authorizes participation in such programs to be credited towards satisfaction of the applicant's state CLE requirement (alternatively, for applicants whose states do not have a mandatory periodic CLE requirement, such credit may be allowed in the discretion of the Standards Committee). In the discretion of the Standards Committee, CLE credit may be allowed for teaching courses at an accredited United States law school, speaking at seminars (including speaking at in-house CLE programs and internet-based, televised or teleconference CLE programs), authorship of books or articles, and other similar activities, but is not permitted solely for self-study activities. **No more than one half** of the CLE requirement may be satisfied by such speaking or writing credit. In addition, in the discretion of the Standards Committee, an applicant may be awarded up to a maximum of twenty hours CLE credit per year for each full year of service as a full-time judge of a federal court during the thirty-six-month continuous period immediately preceding the date of the Long Form Application. **(Minimum of 30 hours in attendance and Maximum of 30 hours of "other" – see page 4.)**

- (b) **Creditors' Rights Law.** The applicant must have participated in at least sixty hours of CLE in creditors' rights law within the thirty-six months immediately preceding the date of the Long Form Application. If the applicant cannot meet this requirement as of the date of the Long Form Application, the Standards Committee shall not be required to consider the application until such time as the applicant has satisfied the requirement by attending such additional CLE programs as are necessary so that sixty CLE hours have been earned within a 36-month continuous period. **At least thirty hours of the CLE requirement must be satisfied by participation as an attendee (i.e., not as a speaker) at live, in-person CLE programs (**not including** at in-house CLE programs, i.e., CLE programs offered by the applicant's own law firm or employer as a state-approved CLE provider).** Participation in other forms of CLE, including in-house CLE programs and in non-live or interactive CLE programs (including internet-based, televised or teleconference CLE programs) may satisfy the CLE requirement only to the extent that one or more of the state bars or other licensing authorities governing the applicant's right to engage in the active practice of law authorizes participation in such programs to be credited towards satisfaction of the applicant's state CLE requirement (alternatively, for applicants whose states do not have a mandatory periodic CLE requirement, such credit may be allowed in the discretion of the Standards Committee). In the discretion of the Standards Committee, CLE credit may be allowed for teaching courses at an accredited United States law school, speaking at seminars (including speaking at in-house CLE programs and internet-based, televised or teleconference CLE programs), authorship of books or articles, and other similar activities, but is not permitted solely for self-study activities. **No more than one half of the CLE requirement may be satisfied by such speaking or writing credit.** In addition, in the discretion of the Standards Committee, an applicant may be awarded up to a maximum of twenty hours CLE credit per year for each full year of service as a full-time judge of a trial court having general (e.g., not exclusively family or probate law) jurisdiction during the thirty-six-month continuous period immediately preceding the date of the Long Form Application. **(Minimum of 30 hours in attendance and Maximum of 30 hours of "other" – see page 4.)**

Submission of CLE

To submit CLE for which credit is requested, the Applicant must use the ABC CLE Form and provide all information requested on the form. This includes specific dates a program was held so that the ABC Standards Committee can determine that the date corresponds with the number of hours requested. It is also essential that the subject matter and sponsor are identified.

Generally, state CLE reports do not furnish adequate information for the Committee to determine if the activity meets ABC requirements and cannot be submitted in place of the ABC form. CLE information may be completed via computer by downloading the appendix from the ABC website. Each Applicant is responsible for collection and submission of their CLE information. In the case that an applicant cannot locate CLE information, it is recommended that the individual CLE sponsors be contacted for details. However, CLE sponsors are not responsible for submitting CLE information to ABC.

CLE Qualifications

CLE must be specific to the specialty area. For bankruptcy applicants, CLE must be bankruptcy specific. This means it must mention bankruptcy in the title or documentation must be provided to show how it specifically relates to bankruptcy.

For creditors' rights applicants, CLE must be creditors' rights and/or bankruptcy specific. Creditors' rights specific CLE includes those areas identified in ABC Rule 3.1.3.b (Substantial Involvement): standard collection suit; standard execution upon judgment; post-judgment debtor's examination; attachment proceeding (pre- or post-judgment); garnishment proceeding; foreclosure action; secured party sale under UCC; consumer or business collection action; fraudulent conveyance action or claim; create an article 9 security interest; involuntary bankruptcy case; objection to Chapter 13 plan; claim objection; reply to a counterclaim or new matter; take or defend deposition in litigation; preference action; foreign judgment domestication action; proposed distribution objection, briefing, argument, interrogation of witnesses, negotiation of settlements or workouts, or drafting. General legal seminars such as evidence, trial skills, office management, personnel ethics and marketing seminars are not accepted.

The CLE form asks that you identify each activity in three categories: attendance, speaking/teaching and writing. "Attendance" refers only to time spent listening to lectures (and not speaking). The speaking/teaching" blank refers only to time spent speaking at seminars. The "writing" blank refers only to time spent writing materials, whether seminar materials, articles or books.

Speaking, Writing and Teaching Activity

No more than one half (1/2) of the CLE requirement may be satisfied by such speaking or writing credit. The Standards Committee may award, at its sole discretion, up to 5 hours' credit for speaking or authoring materials for a CLE presentation, up to 10 hours' credit for both speaking and authoring (submission of materials may be requested by the Standards Committee). Such credit will be awarded for presentation to attorneys and no credit shall be awarded for presentation to non-attorneys such as client groups, accountants, bankers or trade associations. An applicant receiving speaking or authoring credit at a seminar may also receive credit for other (non-presentation or "attendance time") hours of CLE at the seminar.

In addition to credit for speaking and authoring CLE materials, the Standards Committee may award up to 20 hours' credit for authoring a book or significant law review quality article. Likewise, the Standards Committee may award up to half (1/2) of the CLE requirement for teaching at a college, university or law school. However, not more than half (1/2) of the CLE requirement may be satisfied by a combination of CLE in speaking and authoring, as well as teaching. **(Minimum of 30 hours in attendance and Maximum of 30 hours of "other" – see page 4.)**

States without Mandatory CLE

All applicants, whether from MCLE states or not, must keep a record of their CLE and submit all required CLE information along with the application. Hours should be based on a 60-minute hour.

Insufficient CLE

If you do not have enough CLE hours at the time the application is submitted, but you are registered to attend future programs, it is recommended that you submit your application along with the pending programs as it may expedite processing of your application. If you do not have enough hours at the time your application is submitted, additional time will be allotted to fulfill the requirements of up to a maximum of one year from the date of the Application. Note that submission of additional hours may change the three-year window. If your original window is June 2, 2010 – June 1, 2013 and hours are later submitted for October 1, 2013, the new window becomes September 30, 2010 – October 1, 2013. Any hours earned prior to September 30, 2010 would no longer be counted.

Locating Future CLE Programs

Links to other organizations that provide CLE are found on the ABC website at www.abcworld.org under the ABI and CLLA logos.

Pre-approval of CLE

Due to the quantity of programs available, ABC does not generally pre-approve CLE credit.

2018 Additions:

- ABC Members who have been certified for 20 years or more, are required to have 36 total CLE hours instead of 60. At least 18 Must be in attendance, the rest can be “other.”
- At least HALF of ALL CLE hours **MUST** be in physical attendance, within the 36-month window. (**Minimum of 30 hours in attendance and Maximum of 30 hours of “other”**)
- **The remaining hours are categorized as “other.”**
 - Speaking
 - Teaching
 - Writing
 - Teleconference
 - Webinar
 - In-house **

In-house CLE programs offered by the applicant’s own law firm or employer **Must be a State approved provider. Proof is Required with application submission

Sample CLE entry for a general bankruptcy program

1. Name of Course NCBJ Annual Meeting
Sponsor National Conference of Bankruptcy Judges
Subject Matter bankruptcy
Specific Date(s) October 18 – 21, 2005 Location Orlando, FL
CLE Hours Related to Specialty: Attendance: 16 Speaking/Teaching: Writing:

Sample CLE entry for a bankruptcy program where applicant was a speaker at one session and attended other sessions at the same program (applicant presented a 5-hour seminar and attended 8.5 hours of sessions for a total of 13.5 hours).

1. Name of Course 28th Annual Seminar on Bankruptcy Law and Rules
Sponsor Southeastern Bankruptcy Law Institute
Subject Matter bankruptcy
Specific Date(s) April 4-6, 2006 Location Atlanta, GA
CLE Hours Related to Specialty: Attendance: 8.5 Speaking/Teaching: 5 Writing:

Sample CLE entry for a creditors' rights program

1. Name of Course CLLA Fall Conference
Sponsor Commercial Law League of America
Subject Matter Bank Garnishment and Execution
Specific Date(s) November 16, 2006 Location New York, NY
CLE Hours Related to Specialty: Attendance: 1.5 Speaking/Teaching: Writing:
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- **Per the examples above, Only 8 hours are allowed per day. If the entry has more than 8 hours, then more than one day must be listed.**

Appendix D
CONTINUING LEGAL EDUCATION

Please list below the bankruptcy and/or creditors' rights related courses you have attended and other bankruptcy and/or creditors' rights-related CLE (a minimum of 60 hours) involvement you have had during the past thirty-six (36) months¹. Continuing legal education credit may be allowed in the discretion of the Standards Committee for teaching courses, speaking at seminars, authorship of books or articles, and other similar activities, but is not permitted solely for self-study activities and will not be approved for more than an aggregate of 30 hours. For participation as a speaker or author, please specify your involvement in the "subject matter" line. ABC will review these activities on an individual basis for approval.

1. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

2. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

3. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

4. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

5. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

6. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

Total Hours This Page: _____
Total Hours Required (for prior 36 months): _____
Total Hours Submitted for past 36 months (all pages): _____

ATTACH AS MANY ADDITIONAL COPIES OF THIS PAGE AS NEEDED

Appendix D
CONTINUING LEGAL EDUCATION

1. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

2. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

3. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

4. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

5. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

6. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

7. Name of Course/Title of Book or Article written: _____
Sponsor _____
Subject Matter _____
Specific Date(s) _____ Location _____
CLE Hours Related to Specialty: Attendance: _____ Speaking/Teaching: _____ Writing: _____

Total Hours This Page: _____
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