



How to Get CLE Credit After Attending the United States Sentencing Commission's Annual National Training Seminar

Continuing Legal Education (CLE) credit for attending the Commission's Annual National Training Seminar is a simple three-step process. However, while the Commission works with the American Bar Association (ABA) to get the Seminar pre-approved for CLE credit, attendees must submit their requests to their respective state bar associations to get credit.

1

At the Seminar, sign in at the CLE table with your name and email address.

- At the Seminar, look for the Commission's CLE table and sign the CLE binders.
- Please provide your name and email address; the email address will be used to send you an email required to complete your CLE request (see Step 2).
- PLEASE WRITE LEGIBLY!

2

After the Seminar, look for an email from the ABA to complete your CLE request.

- Unlike past events where paper forms were used, the ABA now issues an electronic Uniform Certificate of Attendance delivered via email.
- A few weeks after the Seminar, the ABA will send attendees an email with a link to an electronic form used to complete the Uniform Certificate of Attendance.
- When filling out the form, the attendee must provide the state bar, state bar number, and select the sessions attended at the Seminar.
- Once complete, a Uniform Certificate of Attendance for each jurisdiction requested is electronically issued.

If you did not receive the ABA's email, please check to see if it was caught by your email program's spam filter.

If you do not receive the ABA's email by at least one month after the Seminar, please contact the Commission by email at:

NationalSeminar@ussc.gov

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Submit the Uniform Certificate of Attendance, and any additional required materials, to your state bar association for CLE credit.

- To obtain CLE credit, the attendee must submit the Uniform Certificate of Attendance to his or her state bar association in accordance with that bar association's procedures.
- The Commission (or the ABA) cannot submit CLE requests to individual bar associations; each attendee must submit their own request.

