



How to Obtain Continuing Legal Education Credit (FOR EVENT ORGANIZERS)

Commission staff conducts in-person training sessions on the Sentencing Guidelines that may be eligible for continuing legal education (CLE) credit in your jurisdiction. Because we are unable to process individual applications for CLE credit, we recommend that you contact your state's bar association for information about CLE requirements, which vary from state to state. We do not obtain pre-approval for our in-person training sessions, and therefore we do not provide a course number. You will have to acquire that information when you apply for CLE credit in the jurisdiction for which you desire credit.

We recommend the following steps when planning for CLE credit for an in-person training session:

1

During the Training Contact Phase

Contact your state's bar association to find out what it will need to determine if the session satisfies the requirements for CLE accreditation. The bar association will provide you with the forms and instructions you need to complete and submit for CLE accreditation. Each bar association sets its own rules, but typically requires:

- Program Description
- Instructor Biographies
- Training Materials
- Session Evaluation

Commission staff can provide these materials to assist in the accreditation process.

Some bar associations require a fee to process a CLE accreditation request. The event organizer is responsible for procuring funds and arranging payment of any required fees.

2

At the Training Session

Many bar associations require attendees to submit both a certificate of attendance and an application for CLE credit for the session. An event organizer should obtain these documents from the state bar association and make them available to attendees at the training session. Additionally, some state bar associations may require attendees to sign-in and sign-out of training sessions. An event organizer should arrange to have sign-in/sign-out sheets at the training session if required.

3

After the Training Session

Submit any forms and required materials to the bar association or CLE board as soon as possible. The time for submission varies by jurisdiction, but a good rule of thumb is to apply as soon as possible to allow the bar association enough time to review the materials.

