**How to Get Your CLE Credits**

We have requested continuing legal education (CLE) accreditation for this program in most states and provinces that require CLE. Each state and province has its own rules and regulations on CLE. This program may not receive credit in some states or provinces. In addition, the category of credit or the number of CLE credit hours may vary from state to state or province. Therefore, check with your state or province CLE regulator for confirmation of approval, the category of credit approved, and to verify the number of CLE credit hours.

**Program Evaluation Form**

You were provided a hard copy program evaluation form. Please complete it and return it to the

program registration desk before you leave. You may also be sent an online program evaluation at a later date. Thank you for your feedback.

**Standard Attendance Form and Uniform Certificate of Attendance for Most States**

With exceptions for the states below, attorneys sign in once a day on the standard attendance form and are issued a Uniform Certificate of Attendance for CLE credit. Complete the lower portion of the certificate including your membership, registration, or Supreme Court identification number. Complete a certificate and file it accordingly to the requirements for each state or province in which you are required to report. You should include a copy of the California State Bar MCLE approval letter, which is attached. Please be sure to keep a copy of the certificate for your records. Each state or province has its own retention period. LegalShield will report attendance in the following states or provinces where the sponsor is required to report: Alabama, Illinois, Louisiana, Nebraska, Nevada, Ohio, Oklahoma, South Carolina, Texas, Utah, and West Virginia. Do not return your certificate to LegalShield unless you are in one of these states or provinces. For those LegalShield is required to report to, please mail the completed form to One Pre-Paid Way, Ada, Ok, 74820 Attention Helen Thomas or email to [helenthomas@legalshieldcorp.com](mailto:helenthomas@legalshieldcorp.com) so that we can report your attendance within the state’s required time frame (For many States within 30 days). Attorneys may be eligible to receive CLE credit through reciprocity or attorney self-submission in some states or provinces. See additional information for states and provinces provided below.

**Delaware Attorneys**

Delaware attorneys and speakers seeking CLE credits must sign in at each individual session you attend. You will receive the Uniform Certificate of Attendance.

**Illinois Attorneys**

Illinois attorneys and speakers seeking CLE credits must sign in at each individual session you attend. The sign-in documentation is used to verify your total number of CLE hours.

**Louisiana Attorneys**

For programs outside Louisiana, Louisiana attorneys must use the Uniform Certificate of Attendance.

**New York Attorneys**

New York attorneys and speakers seeking CLE credits must sign in and sign out of each individual session you attend. The sign-in/sign-out documentation is used to verify your total number of CLE hours. If you do not sign in and out, LegalShield cannot provide you with your customized New York Certificate of Attendance. Certificates are provided either by session or in a combined certificate for the overall program. If a New York Certificate of Attendance is not available at the end of the CLE program, LegalShield will first verify your attendance then email or mail a completed certificate to you.

**Pennsylvania Attorneys**

Pennsylvania attorneys must complete the Pennsylvania CLE Credit Request form to report attendance at in-person programs. Follow the instructions on the form to complete it. Do not return the form to the LegalShield.

**Nevada**

Please execute the Nevada Certification Form and return to LegalShield at the end of the conference.

**Idaho**

Idaho Attorneys submit application for CLE approval and attachments with no fee.

**Other State Information:**

Separate approval received in following states:

|  |  |
| --- | --- |
| **STATES** | **APPROVED HOURS** |
| Alabama | 10.8 hours including 1.5 Ethics |
| California | 10.75 hours including 1.5 Ethics |
| Kentucky | 10.75 hours including 1.5 Ethics |
| Louisiana | 10.75 hours including 1.5 Ethics |
| Illinois | 10.75 hours including 1.5 Professional Responsibility |
| Iowa | 10.75 hours including 2.5 Ethics |
| Maine | 10.83 hours including 1.5 Ethics |
| Mississippi | 10.8 hours including 1.5 Ethics |
| Missouri | 15.8 hours including 1.8 Ethics |
| Nebraska | 8.5 hours including 1.5 Professional Responsibility |
| Nevada | 10.75 hours including 1.5 Ethics |
| Oklahoma | 13 hours including 2.0 Ethics |
| Pennsylvania | 10.8 hours including 1.5 Ethics |
| South Carolina | 10.83 hours including 1.5 Ethics |
| Tennessee | 10.75 hours including 1.5 Ethics |
| Texas | 9.75 hours including 1.5 Ethics |
| Washington | 10.75 hours including 1.5 Ethics |
| West Virginia | 13 hours including 1.8 hours Ethics |
| Wisconsin | 13 hours including 1.5 hours Ethics |

The following states are still pending approval:

Georgia, Indiana, Kansas, Minnesota, North Carolina, Ohio, Oregon, Utah, Virginia

The following are reciprocity states (no additional approval required), self-report, or have no CLE requirement:

Alaska, Arkansas, Arizona, Colorado, Connecticut, Delaware, Florida, Hawaii, Maryland, Massachusetts, Michigan, Missouri, Montana, New Hampshire, New Jersey, New Mexico, North Dakota, Rhode Island, South Dakota, Vermont, Wyoming

Canadian Provinces:

British Columbia- approved for 13 hours

Ontario- approved for 1.5 hours of Professionalism

Manitoba and Alberta- no approval required

Questions? Please contact Helen Thomas at [helenthomas@legalshieldcorp.com](mailto:helenthomas@legalshieldcorp.com) for more information.