

Onondaga County Bar Association

CLE Course Application

Please complete and submit the form below, together with the required attachments, to begin the process of realizing a Continuing Legal Education seminar. This form helps us approve and ultimately market your seminar. To maximize interest and attendance, please fill out as much of this form as possible so your course can be the best it can be!

Course Title: _____

Course Date: _____

Course Time: _____

Course Location: _____
(If different from OCBA facilities)

Instructor(s) Name(s)

_____	<input type="checkbox"/> Attorney	<input type="checkbox"/> Non-Attorney
_____	<input type="checkbox"/> Attorney	<input type="checkbox"/> Non-Attorney
_____	<input type="checkbox"/> Attorney	<input type="checkbox"/> Non-Attorney
_____	<input type="checkbox"/> Attorney	<input type="checkbox"/> Non-Attorney

MCLE Credit Breakdown *(see next page for credit criteria)*

Ethics and Professionalism _____

Skills _____

Law Practice Management _____

Areas of Professional Practice _____

Diversity, Inclusion
And Elimination of Bias _____

TOTAL _____

Who is the target audience? _____

Total duration of the program _____
(see next page for timing matrix)

Please provide a brief summary of the program below and attach an outline with a timed agenda.
(Timed agenda?! It's a NYS CLE Board requirement. We realize timing may change as your course develops. We're flexible. This is not written in stone, but it *is* a requirement.)

Please attach a brief bio for each speaker, including schools attended, states admitted to practice law, current position, contact info and any work experience pertinent to the CLE material.

If cost considerations vary from regular OCBA course fees please explain: _____

It is also important to know what the requestor expects, both administratively and financially from OCBA, other than completion and distribution of Certificates of Attendance.

- a. Administrative responsibilities of the OCBA CLE Coordinator

- b. Administrative responsibilities of requestor

- c. How will the program be advertised in addition to OCBA all-bar email & Bar Reporter

The name and contact info of the person to whom the CLE Coordinator will liaise on this project:

Thank you!

Categories of CLE Credit as Defined in the Program Rules 22 NYCRR 1500.2(c)-(g)

(c) **Ethics and Professionalism** may include, among other things, the following: the norms relating to lawyers' professional obligations to clients (including the obligation to provide legal assistance to those in need, confidentiality, competence, conflicts of interest, the allocation of decision making, and zealous advocacy and its limits); the norms relating to lawyers' professional relations with prospective clients, courts and other legal institutions, and third parties (including the lawyers' fiduciary, accounting and record-keeping obligations when entrusted with law client and escrow monies, as well as the norms relating to civility); the sources of lawyers' professional obligations (including disciplinary rules, judicial decisions, and relevant constitutional and statutory provisions); recognition and resolution of ethical dilemmas; the mechanisms for enforcing professional norms; substance abuse control; and professional values (including professional development, improving the profession, and the promotion of fairness, justice and morality).

(d) **Skills** must relate to the practice of law and may include, among other things, problem solving, legal analysis and reasoning, legal research and writing, drafting documents, factual investigation (as taught in courses on areas of professional practice), communication, counseling, negotiation, mediation, arbitration, organization and trial advocacy.

(e) **Law Practice Management** must relate to the practice of law and may encompass, among other things, office management, applications of technology, state and federal court procedures, stress management, management of legal work and avoiding malpractice and litigation.

(f) **Areas of Professional Practice** may include, among other things, corporations, wills/trusts, elder law, estate planning/administration, real estate, commercial law, civil litigation, criminal litigation, family law, labor and employment law, administrative law, securities, tort/insurance practice, bankruptcy, taxation, compensation, intellectual property, municipal law, landlord/tenant, environmental law, entertainment law, international law, social security and other government benefits, and alternative dispute resolution procedures.

(g) **Diversity, Inclusion and Elimination of Bias** courses, programs and activities must relate to the practice of law and may include, among other things, implicit and explicit bias, equal access to justice, serving a diverse population, diversity and inclusion initiatives in the legal profession, and sensitivity to cultural and other differences when interacting with members of the public, judges, jurors, litigants, attorneys and court personnel.

New York State CLE Board — Calculation of CLE Credit

Minutes of Instruction	CLE Credit	Minutes of Instruction	CLE Credit
0 - 24	0	625 - 649	12.5
25 - 49	.5	650 - 674	13
50 - 74	1	675 - 699	13.5
75 - 99	1.5	700 - 724	14
100 - 124	2	725 - 749	14.5
125 - 149	2.5	750 - 774	15
150 - 174	3	775 - 799	15.5
175 - 199	3.5	800 - 824	16
200 - 224	4	825 - 849	16.5
225 - 249	4.5	850 - 874	17
250 - 274	5	875 - 899	17.5
275 - 299	5.5	900 - 924	18
300 - 324	6	925 - 949	18.5
325 - 349	6.5	950 - 974	19
350 - 374	7	975 - 999	19.5
375 - 399	7.5	1000 - 1024	20
400 - 424	8	1025 - 1049	20.5
425 - 449	8.5	1050 - 1074	21
450 - 474	9	1075 - 1099	21.5
475 - 499	9.5	1100 - 1124	22
500 - 524	10	1125 - 1149	22.5
525 - 549	10.5	1150 - 1174	23
550 - 574	11	1175 - 1199	23.5
575 - 599	11.5	1200 - 1224	24
600 - 624	12	Etc.	Etc.