

For Attendees: For each state bar association you are registered with, please fill out one certificate of attendance for the total amount of CLE credits you accumulated during your attendance at approved courses in the NAPABA 2009 Annual Convention. To calculate your total CLE credits, please see the CLE Accreditation Information document, which gives a list of how states accredited the courses offered at the convention. Please only add credits for those courses which you signed into on the provided attendance sheet. After calculating the CLE credits you earned, please fill out the Uniform Certificate of Attendance unless you are from any of the following states (in which case, please complete the listed alternate forms).

Kansas – *Kansas Affidavit*

Virginia – *Virginia Certification of Attendance (Form 2)*

Pennsylvania – *Pennsylvania CLE Credit Request* (to be kept by attorney and mailed into PACLE) **and** *Uniform Certificate of Attendance*

Alaska, Arizona, California, New York – Complete the *Uniform Certificate of Attendance* **and** keep the *State of Indiana Record of CLE Accreditation* for your records*

Once you have completed and signed the appropriate certificate, please send it to CLE@napaba.org or fax it to (202)775-9333. Thank you for your attendance at the NAPABA 2009 Annual Convention.

*Alaska, Arizona, California and New York have been accredited through an “approved jurisdiction policy” through which NAPABA may distribute credit to attendees on the basis of another state’s accreditation of the convention, in this case Indiana’s. You are not required to send your state bar or CLE Board your Indiana Record of Accreditation. However, NAPABA recommends you keep it on file as proof of the convention’s accreditation.

For Instructors: Please fill out the section of the Uniform Certificate of Attendance entitled “Credit for Faculty Participation” on the Uniform Certificate of Attendance (one certificate for every bar association you belong to). Please do not list credit counted under faculty participation in the “Credit for Course Attendance” section to avoid “double counting” credits. Depending on state regulations, instructors may need to send a Faculty Credit Request to their state’s CLE board. NAPABA will report your attendance with that of other convention attendees if your state’s CLE board prefers sponsors report attendance. For most states, instructors qualify for three times however many CLE credits the instructor’s panel has been accredited for. Please note the following state rules for instructor credit calculation:

Arizona: 1st hour of presentation x 6 + Additional hours x 2

California: 4 x Course Accreditation

Florida: 3 x Course Accreditation

Georgia: 3 X Course Accreditation

Illinois: 7 x Course Accreditation

Nevada: Hrs. Teaching + Hrs. Preparation (up to 5 per hr. teaching)

New York: 3 x Course Accreditation

North Carolina: 6 x Course Accreditation

Ohio: 3 x Course Accreditation

Pennsylvania: 2 x Course Accreditation

Texas: Enter course information online on My Bar page

Tennessee: 4 x Course Accreditation

Virginia: Hrs. Teaching + Hrs. Preparation (up to 4 per hr. teaching, up to 8 total)

Washington: Hrs. Teaching + Hrs. Preparation (up to 10 hrs.)

All Other States: 3 x Course Accreditation

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