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Individual Attorney Application for CLE Credit

Please Note: If the course you are seeking credit for has been approved by another mandatory CLE jurisdiction, and would be considered CLE in New Jersey, you need not complete this application. The Certificate of Attendance issued by the other jurisdiction is sufficient as proof of credit.

- This form is to be used only by attorneys who are seeking CLE credit for a course they have attended that was not accredited for continuing legal education.
- Course providers or instructors seeking to obtain credit for their attendees should not use this form and must apply for CLE credit by using the provider portal.
- If the course has already been accredited in another mandatory CLE jurisdiction for continuing legal education credits, **DO NOT submit this application.** Pursuant to BCLE REG. 201:4, New Jersey attorneys who are satisfying the CLE requirement of another jurisdiction or who are taking courses approved for CLE by another jurisdiction will receive 1:1 credit for courses approved in that jurisdiction, provided the courses are not otherwise excluded by the BCLE regulations. Attorneys are still required to comply with New Jersey's other requirements for ethics and live classroom instruction, unless the attorney has received an approved exemption or waiver.

Required Attachments

- Detailed timed agenda or timed outline of the entire course, including any breaks in instruction. If you are seeking any additional designations (ethics/professionalism/diversity/faculty/etc.) identify the related segments on the agenda.
- Brochure, advertisement, or announcement for the course. If not available, you must provide a course description.
- Names and credentials of all the instructors, including their educational background and degrees.
- Certificate of Attendance.
- A complete set of written materials that were distributed to you at the course.
- If the method of presentation is not “Faculty in Room with Participants,” and therefore is Alternative Verifiable Learning Format, you must submit a description of the reliable method that was used in verifying and recording your participation.

Mail the completed application and the required attachments to:

US Postal Service: Supreme Court of New Jersey Board on Continuing Legal Education PO Box 970 Trenton, NJ 08625-0970	Overnight or Messenger Supreme Court of New Jersey Board on Continuing Legal Education Richard J. Hughes Justice Complex 25 Market St, 8 th Floor, North Wing Trenton, NJ 08611
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New Jersey Judiciary
Board on Continuing Legal Education
Individual Attorney Application for CLE Credit

Attorney Information

Attorney Name		Attorney ID Number
Home Address		
Firm Name		
Firm Address		
Email Address		
Telephone Number	Fax Number	

Course/Education Activity Information

Course Title		
Course Date*	Location	
Method of Presentation		
<input type="checkbox"/> Faculty in Room with Participants		
<input type="checkbox"/> Alternative Verifiable Learning:		
<input type="checkbox"/> Video/Audio/DVD	<input type="checkbox"/> Satellite Simulcast	
<input type="checkbox"/> Teleconference/Videoconference	<input type="checkbox"/> Internet/Computer Self-Study	
<input type="checkbox"/> Interactive Web Cast	<input type="checkbox"/> Online Internet Presentation	
<input type="checkbox"/> Other _____		

Law Category Code(s)
Provider's Name
Provider's Address
Point of Contact for Provider
Registration Fee
\$ <input type="checkbox"/> Free of Charge

* This application must be submitted no later than **30 days** after the course was presented

Total Minutes of Instruction

(excludes breaks, meals, introductions, and other non-educational segments)

_____ Total minutes of instruction, including
_____ minutes of ethics/professional responsibility. Of those total ethics credits,
_____ minutes of diversity, inclusion & elimination of bias

If you are seeking credit as a presenter for the CLE provider:

Describe your participation (speaker, moderator, etc.)

List the number of minutes that you presented: _____ (*indicate this time on the agenda*)

Certification

I certify that all the information contained in this application and attachments is true, and that I have attached all items listed in the “required attachments” on the first page of this application packet.

Signature

Date