

SUPREME COURT OF NEW JERSEY
BOARD ON CONTINUING LEGAL EDUCATION



Mailing Address: PO Box 970
Street Address: Hughes Justice Complex
25 Market Street, 8th Floor, North Wing
Trenton, New Jersey 08625-0970
Phone (609) 633-9733

sctcle.mailbox@judiciary.state.nj.us

**INSTRUCTIONS FOR ATTORNEYS SUBMITTING AN
APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL COURSE**

DO NOT SUBMIT AN APPLICATION IF THE COURSE HAS ALREADY BEEN ACCREDITED IN ANOTHER STATE FOR CONTINUING LEGAL EDUCATION CREDITS. PURSUANT TO BCLE REG. 201:4, NEW JERSEY ATTORNEYS WHO ARE SATISFYING THE CLE REQUIREMENT OF ANOTHER STATE OR WHO ARE TAKING COURSES APPROVED FOR CLE BY ANOTHER STATE WILL RECEIVE 1:1 CREDIT FOR COURSES APPROVED IN THAT JURISDICTION THROUGH RECIPROCITY.

- 1. Complete the Attorney Application for Individual Course Accreditation in its entirety. Incomplete submissions will be returned.**
- 2. If you are a certified attorney and this course pertains to your area of specialty certification, pursuant to BCLE Reg. 201:5, you may also request credits in the specific area of certification by indicating the number of credits you seek in the appropriate space on the accreditation form.**
- 3. Mail the application and all of the required attachments listed below 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 Street, 8th Floor, North Wing
Trenton, NJ 08625-0970

REQUIRED ATTACHMENTS:

- 1. Attach a final version of the timed agenda or timed outline of the course. The agenda or outline must indicate any breaks in instruction.**
- 2. Attach a brochure, advertisement, or announcement for the course. Provide a course description if a brochure, advertisement, or announcement is not available.**
- 3. Provide the names and credentials of all the instructors, including their educational background and degrees.**
- 4. A complete set of written materials that were distributed to you at the course, if approval of the course is requested after it was presented.**
- 5. If the method of presentation is not faculty in room with participants, you are required to submit the reliable method that was used in verifying and recording your participation.**

Note: Retain all Certificates of Attendance for a period of at least three years from the dates of your participation. In the event of an audit, you will be required to provide proof of your compliance.

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ATTORNEY APPLICATION FOR INDIVIDUAL COURSE ACCREDITATION

THIS APPLICATION AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO THE BOARD NO LATER THAN 30 DAYS AFTER THE DATE THE COURSE WAS PRESENTED.

ATTORNEY INFORMATION:

Name: _____

Home Address: _____

Firm: _____

Business Address: _____

E Mail Address: _____ Phone: _____ FAX: _____

ACTIVITY INFORMATION:

Title of Educational Activity: _____

Method of Presentation (check type that best describes the format):
Faculty in Room with Participants Video/Audio/DVD Satellite Simulcast
Teleconferencing/videoconferencing Internet Computer Self-Study Interactive Web Cast On-Line Internet Presentation
Other: _____

Date of Course: _____ Location: _____

Law Category Codes (see listing of law topic codes): _____

Provider's Name: _____

Provider's Address: _____

Registration Fee: Free of Charge \$ _____

Total minutes of instruction (excluding breaks, meals, introductions): _____ including _____ minutes of ethics/professional responsibility
_____ Civil Trial Attorney _____ Criminal Trial Attorney _____ Matrimonial Law Attorney _____ Workers' Compensation Law Attorney Certification

If you are seeking credit as a presenter, describe your participation (speaker, moderator, panel member, etc) _____

Accreditation by Other States: _____

CERTIFICATION:

I certify that all the information contained in this application and attachments is true.

SIGNATURE

DATE