

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
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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.

