

## IMPORTANT INFORMATION

### CLE Accreditation

The 2012 ASIL Annual Meeting offers attendees nearly 42 Continuing Legal Education (CLE) sessions on a wide variety of topics presented by seasoned international legal experts. Participation is on a walk-in basis, however we encourage all attendees to pre-select the sessions that they are interested from the printed program to maximize on accruing as much CLE as possible.

#### **Step 1: Attendance**

In order to streamline the accreditation process, CLE participants will record their attendance at each session by scanning the bar code on their name tag at the entrance of each session room at the start and end of each scheduled session time. Staff and volunteers will be monitoring each scanner and can assist you with any questions you may have. Data collected by this process is used by ASIL and will not be shared with any other organization for any purpose other than state-required audits. ASIL will maintain this data for two to six years as required.

#### **2: Request a Certificate of Attendance**

After you have completed all of your courses, please stop by the CLE Help Desk to pick-up your CLE attendance certificate, located next to the onsite registration table on the basement level of the Fairmont Hotel. To obtain CLE credit all attorneys must retain a UNIFORM CERTIFICATE OF ATTENDANCE (UCOA) for each state where your CLE credit hours are to be reported. Within 30 days of this activity (or annually, if required), the ATTORNEY MUST FILE with his/her MCLE state agency. This uniform certificate substitutes for the state supplied attendance forms with the exception of the state of Virginia (see below for more info). **IF YOU FORGET TO PICK-UP YOUR UCOA, PLEASE CONTACT:** Veronica Onorevole, ASIL Programs Manager, [cle@asil.org](mailto:cle@asil.org), Tel (+1) 202-939-6010.

#### **Step 3: Reporting**

ASIL is an Accredited CLE Provider with the following listed MCLE states. All other states may or may not accept the credit from these MCLE states\*. It is the responsibility of the attorney to investigate this prior to registering/attending for an ASIL CLE Institute. Questions regarding your state's specific reporting requirements should be directed to your state bar or MCLE board.

#### **CALIFORNIA**

ASIL is presumptively approved based on sponsor status. Unless requested by the California State Bar, ASIL is not required to submit records.

#### **FLORIDA**

Attorneys are required to self-report their attendance to the Florida Bar.

#### **ILLINOIS**

ASIL will file attorney attendance reports indicating the names of Illinois lawyers who are to receive credit, their Illinois ARDC Registration number, and the amount of credit they are to receive within the following quarterly basis:

- 1Q: Attendance due date 4/15
- 2Q: Attendance due date 7/15
- 3Q: Attendance due date 10/15
- 4Q: Attendance due date 1/15

ASIL shall also pay the \$1.00 per credit hour attendance fee with each quarterly attendance report.

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#### **\*NEW YORK**

Under New York's approved jurisdiction policy, New York grants CLE credits for course approved by Pennsylvania, Virginia and California. When reporting credits to New York, please note that they are considered professional practice credits and that the level of difficulty is appropriate for newly admitted attorneys. **Please also note that New York requires that attorneys retain a copy of this informational handout as documentation of these categorizations.**

## **PENNSYLVANIA**

ASIL will file a Roster Report that indicates the names of Pennsylvania lawyers who are to receive credit, their Pennsylvania Lawyer ID numbers and the amount of credit they are to receive within thirty (30) days of the course. ASIL shall also pay the \$1.50 per credit hour attendance fee with each attendance report.

## **VIRGINIA**

Unless requested by the Virginia MCLE Board, ASIL is not required to submit records. Attorneys are required to self-report their attendance to the Virginia Bar. **IMPORTANT NOTE:** Please stop by the registration desk to receive Virginia's certificate of attendance form. Virginia will not accept UCOA forms.

## **FAQs**

### **Q: What is the format of the courses?**

**A:** Each course is facilitated by a moderator responsible for keeping speakers on time. Courses are 90 minutes, with 45-60 minutes allocated for presentation and 30-45 minutes at the end for 'Questions & Answers.'

### **Q: Can ASIL still provide me with a Certificate of Attendance if I forgot to scan in and out?**

**A:** No.

### **Q: Can I receive partial credit?**

**A:** Credit shall be awarded only for attendance at an entire session. No credit shall be awarded for attending a portion of a session.

### **Q: What should I do if I believe my Certificate of Attendance shows an incorrect CLE credit or contains a typo?**

**A:** Contact the ASIL Programs Manager via e-mail to [cle@asil.org](mailto:cle@asil.org) with the following:

1. Your contact information (name, phone, e-mail, and address)
2. The session title
3. What you believe to be incorrect (my CLE credit is wrong, etc.)
4. Why you believe this to be incorrect (I attended the session for 3 hours but my certificate says .2 CLEs, etc.)

Providing ASIL with this information will allow us to respond back to you quickly.

### **Q: Can't find your CLE certificate of attendance form?**

**A:** To request a UCOA CLE form from a recent meeting or program that you attended, please email [cle@asil.org](mailto:cle@asil.org).

### **Q: Does my state require me to take continuing legal education courses?**

**A:** There are 43 states that require lawyers to take mandatory continuing legal education (MCLE) courses in order to practice law. Find out about your state's MCLE requirements on the American Bar Association website [http://www.americanbar.org/publications\\_cle/mandatory\\_cle.html](http://www.americanbar.org/publications_cle/mandatory_cle.html).

### **Q: What Member Benefits does ASIL offer for CLE?**

**A:** The ASIL provides members with complimentary or discounted registration fees for CLE courses.

### **Q: Where can I find information on other ASIL CLE Institutes?**

**A:** Browse our events calendar for listings of CLE opportunities at [www.asil.org/events](http://www.asil.org/events).

### **Q: How can I get the course materials?**

**A:** All course written materials are provided on compact discs (CDs) to attendees upon registration check-in.