



## Continuing Legal Education

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### CLE INFORMATION SHEET

ALFA International delivers educational programming that strives to help lawyers stay at the top of their profession. ALFA International is an approved provider of CLE in California, Illinois and Pennsylvania. State bars vary in their approach to CLE (Continuing Legal Education) and ALFA International DOES NOT apply to other states for seminar approval as a sponsor nor do we submit the names of individual attendees to any state bars. HOWEVER, lawyers seeking CLE outside of these jurisdictions can still find success in petitioning their own State Bars for CLE credit because of the quality of the course material and instruction, the credentials of the ALFA International faculty, the attendance verification procedures put into place by ALFA International, and the course's CLE accreditation in other jurisdictions. Please consult the CLE Board in your particular jurisdiction for details on how to apply for credit. This sheet provides most of the information that is commonly requested by the CLE Boards. Additionally, the following pages provide further details regarding the specific application process each state requires (to the best of our knowledge). Please do not hesitate to contact ALFA International Headquarters at 312-642-2532 with questions.

**Title of Program:**

**Sponsor of Program:** ALFA International, 980 N Michigan Ave, Suite 1180, Chicago, IL 60611

**Date:**

**Location:** Chicago, IL

**Number of CLE Hours:** 1 Total Hour

**Total # of Meeting Attendees:**

**Attorneys/Non-Attorneys:**

**Client Cost:** \$0

**ALFAI Attorney Cost:** \$0

**Presentation Format:** Live Audio/Video Format with Q&A

**Participation Verification:** Pop-Up question posed during webinar. Verification code provided to attendees during the webinar; log-in and log-out timing available on request.

**# of Speakers/Panelists:**

**Recorded:** Yes

**Method of Course Evaluation:** Electronic survey

**Distributed Material:** PowerPoint distributed

## CLE Information By State

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Please apply directly to your state bar as necessary.

### ALABAMA

**Seminar:** [Applications](#) for course accreditation can be submitted by the attendee along with the application fee, program brochure, speaker bios, and course materials. The CLE Board prefers to receive the application within 30 days of the program but will accept applications after the seminar is complete, but no more than 60 days after the close of the program year (December 31). Attorneys should regularly log in to their [MyDashboard](#) page on the ASB website to view detailed CLE transcripts for the current year and previous years.

**Webinar:** Approval may be given for activities where electronically recorded or reproduced material is used only if a qualified instructor is available to comment and answer questions at the time of the broadcast. Web-based programs (on-demand/online) will be eligible for approval only if the participant's attendance is randomly monitored and verified by the sponsor during the program. Attorneys can earn 6 of their 12 CLE credits from online courses. [Applications](#) for accreditation are submitted in the same manner as above.

### ALASKA

**Seminar:** Alaska Bar members may claim credit for attendance at CLE programs if the program has been accredited by another MCLE jurisdiction. ALFA International is an approved provider in California and the California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar. Attendees report CLE credits online through the [member portal](#).

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### ARIZONA

**Seminar:** The State Bar of Arizona does not accredit programs for the MCLE requirement. The Rules and Regulations are predicated on the assumption that attorneys can evaluate CLE activities offered based on the guidelines and report their activities by [affidavit](#), either online or in hard copy. Access to the California Certificate of Attendance (distributed to attendees in the CLE packet after the seminar) or a general Certificate of Completion will suffice.

**Webinar:** Acceptable CLE webinars include those offered in real time, with the ability of the member to ask questions of the presenters, or a CLE program which is offered online and in which the member is required to respond to prompts placed at random periods throughout the program or is required to capture imbedded codes during the program which are later entered online to obtain the Certificate of Completion.

### ARKANSAS

**Seminar:** Arkansas has reciprocity with California and the California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar. Attorneys must submit the certificate within 30 days of the program to the CLE board at [clearkansas@arcourts.gov](mailto:clearkansas@arcourts.gov) or by mail. Submission of materials is not required and there is no application fee.

**Webinar:** CLE programs presented via live telephone conferences and live computer interactive programs are acceptable programs. For the purpose of this regulation, 'live' means the attorney is participating in the CLE program contemporaneous with its live presentation.

### CALIFORNIA

**Seminar & Webinar:** ALFA International is an approved provider of CLE in the state of California and the California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar or webinar.

### COLORADO

**Seminar:** Attorneys must submit [Form 1B](#), along with a timed schedule, course description, Certificate of Completion (distributed to attendees in the CLE packet after the seminar) and necessary fees to the Colorado

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Supreme Court Office of Continuing Legal and Judicial Education. CLE credit hours must be reported by the [online affidavit](#) on the CLJE Office's website or other form approved by the CLJE Committee within a reasonable amount of time after the credit hours are earned.

**Webinar:** For live webinars, submit [Form 1B](#) and follow the procedure outlined above. Listening to recorded webinars is considered self-study. [Form 7](#) must be submitted for approval of self-study activities and must be mailed to the CLJE Office. Self-study activities can only account for nine (9) credits every compliance period. Attorneys cannot get ethics credit for self-study activities.

### CONNECTICUT

**Seminar:** Connecticut does not certify courses or providers. Since ALFA International seminars are already approved in California and Illinois, approval in Connecticut is automatic and no other approval process is needed, attorneys must simply log their hours using a [CLE Log form](#) on the State of Connecticut Judicial Branch website.

**Webinar:** Viewing live webinars and listening to recorded webinars are considered self-study and are approved in the same manner as above.

### DELAWARE

**Seminar:** Attorneys can get courses approved online by filling out [Form 4](#) available on the Delaware Courts' website or by submitting the credit request online through the [Delaware Supreme Court's Lawyer Management System](#). This should be done as promptly as possible after the program date, but will be processed if submitted anytime during the two-year compliance period. There is no fee but the program brochure/timed agenda and Certificate of Attendance must also be submitted (a California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar). Attorneys will be notified of approval via email.

**Webinar:** eCLE can be submitted for approval using the same [Form 4](#) and webinar recordings are acceptable as long as the live presentation took place no more than two years ago.

**COVID-19 UPDATE:** All CLE credit hours for 2020 and 2021 may be satisfied by approved courses that do not require an in-person, live appearance.

### DISTRICT OF COLUMBIA

There is no accrediting body of CLE in Washington D.C.

### FLORIDA

**Seminar:** Florida attorneys may request CLE credit by submitting an [Application for Course Attendance Credit](#) along with the program brochure that includes timing and speaker information as well as a signed and dated Certificate of Attendance (distributed to attendees in the CLE packet after the seminar). The completed application may be submitted via email at [clemail@floridabar.org](mailto:clemail@floridabar.org). Courses approved by other state bars are generally acceptable and ALFA International is an approved provider in California and Illinois. There is no application fee.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### GEORGIA

**Seminar:** Attorneys seeking CLE credit in Georgia for an in-person seminar must fill out [Form 3](#) on the state bar website. The seminar brochure must be submitted that includes timing, topic descriptions and speaker bios. A copy of the materials must also be included and the individual must pay the applicable fees. These documents must be mailed to the State Bar of Georgia, Attn: CLE Department 104 Marietta St. NW, Suite 100, Atlanta, GA 30303. The application form is only a request for the approval of a CLE activity. If CLE credit is approved, confirmation of the attorney's attendance should be submitted within 30 days after the CLE activity is held.

**Webinar:** Listening to webinars is considered self-study and attorneys must fill out [Form 8](#) and pay the applicable

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fee. Six (6) of the yearly required twelve (12) CLE hours can be self-study hours. A seminar brochure must also be submitted with a copy of the materials and a Certificate of Attendance (a Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar or webinar).

### **HAWAII**

**Seminar:** Hawaii has reciprocity with California and the California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar. Attorneys must self-report their own CLE ([see CLE Tracking Form](#)) and hold onto the certificate for at least three (3) years but it does not need to be submitted to the board. No fees apply.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### **IDAHO**

**Seminar:** Idaho attorneys must fill out the [Application Form](#) on the Idaho State Bar website in order to receive CLE credit. Individual attorneys pay no fee but they must submit the brochure and proof of attendance (distributed to attendees in the CLE packet after the seminar). If no proof of attendance is provided by the sponsor, attorneys can complete an [Attorney Self-Verification of Attendance Form](#). Attorneys will be notified via email regarding approval.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### **ILLINOIS**

**Seminar:** ALFA International is an approved provider of CLE credit in Illinois. Illinois CLE sign-in sheets will be located at the registration desk during ALFA International seminars. Attendees who need Illinois CLE should be prepared to provide their ARDC number at that time. Upon seminar completion, an ALFA staff member will email each attendee an individual Certificate of Attendance, approximately one week post-seminar.

**Webinar:** Viewing live webinars and listening to recorded webinars does qualify for CLE credit. Upon webinar completion an ALFA International staff member may reach out to confirm an Illinois attendee's ARDC number and will email an individual Certificate of Completion, within two (2) days of the webinar.

### **INDIANA**

**Seminar:** Individuals may apply for credit in Indiana by submitting this [Application Form](#) within 30 days of the conclusion of the seminar. Mail the application, along with a timed agenda, course brochure or course description (if available), and speaker bios (if not included in brochure or agenda) to: Indiana Office of Admissions and Continuing Education, 251 N. Illinois Street, Suite 550 Indianapolis, IN 46204-3564. There is no application fee for attorneys. The applicant will receive a letter regarding program approval.

**Webinar:** Live and recorded webinars are considered "distance education" and can be applied for using the same application form above but must be interactive with random prompts/polls and attendance monitored.

### **IOWA**

**Seminar:** Attorneys will need to login to their account on the [Iowa Supreme Court Commissions website](#) and click on the "Submit CLE Program" button to submit the program for accreditation. The brochure will need to be uploaded and additional materials may be needed upon request. The turnaround time on CLE accreditations is typically 48 hours.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above and must include an interactive component.

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### KANSAS

**Seminar:** Attendees must fill out and mail (301 SW 10<sup>th</sup> Ave, Topeka, KS 66612) the [Application Form](#) on the Kansas CLE website within 30 days after the program. Individual attorneys do not need to pay a fee but they must attach the program brochure with the application. Attorneys will be contacted regarding approval by email.

**Webinar:** The application for approval of live webinars must be submitted by the provider, not the attorney. Therefore, ALFA International will review webinar registration lists to see if any Kansas attorneys attended and will complete a Kansas application, if needed. If an attorney does not reside, but is licensed in Kansas, contact ALFAI to ensure that attorney receives credit in Kansas. ALFAI will inform the attending Kansas licensed attorney(s) when approval is received. Listening to recorded webinars does not qualify for credit in Kansas.

### KENTUCKY

**Seminar:** Attorneys will need to login into the [Kentucky Bar Association website](#) to “Submit a Program for Approval.” The program brochure must be attached to the application along with a small fee. Attorneys will be contacted via email regarding approval.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### LOUISIANA

**Seminar:** Attorneys must fill out an [Application Form](#) available on the Louisiana state bar website. The program brochure and Certificate of Attendance (distributed to attendees in the CLE packet after the seminar) must be included along with a small fee. The application must be received by the MCLE Committee by 1/31, following the compliance term end or a late fee applies. The attorney will be contacted via email regarding approval.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### MAINE

**Seminar:** The [Board of Overseers of the Bar in Maine](#) recognizes CLE board approval from other states with CLE requirements and ALFA International is an approved provider in the state of California. Attorneys must provide the California Certificate of Attendance (distributed to attendees in the CLE packet after the seminar) to the Board.

**Webinar:** Viewing live webinars is considered a live seminar and are approved in the same manner as above. Listening to the recording of a webinar is approved as self-study credit.

### MARYLAND

Maryland does not have a mandatory CLE requirement at this time (last updated May 2020).

### MASSACHUSETTS

Massachusetts does not have a mandatory CLE requirement at this time (last updated May 2020).

### MICHIGAN

Michigan does not have a mandatory CLE requirement at this time (last updated May 2020).

### MINNESOTA

**Seminar:** Attorneys can apply for course credit and pay applicable fees within the 36-month reporting period through [Appendix IA](#) or online portal. The program brochure must be submitted and additional course materials may be requested at a later date. Attorneys can check their online profile with the state bar association for approval decisions.

**Webinar:** The same application process as above applies when viewing a live webinar. Listening to recorded webinars (on-demand recordings) can be applied for credit through [Appendix IB](#).

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### MISSISSIPPI

**Seminar:** Attorneys can apply for course credit before August 15th of each year (annual report). Requirements include filling out the [CLE Course Application](#) and attaching the program agenda with speaker bios via email or mail. Attorneys will be contacted directly regarding approval. No fees apply.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above. However, the attorney must be able to verify viewing to receive credit for recorded webinars.

### MISSOURI

**Seminar:** Attorneys can apply for course credit by submitting the program online for review through their [Missouri Bar portal](#) within 30 days of the program. A timed program outline must be included. Attorneys will be contacted directly regarding approval. No fees apply.

**Webinar:** Viewing live webinars are approved in the same manner as above. Webinar recordings are not eligible for CLE credit.

### MONTANA

**Seminar:** Attorneys can apply for course credit by submitting the [CLE Credit Reporting Form](#) before March 31st of each year (annual report). Required materials include timed agenda/brochure and a Certificate of Completion (distributed to attendees in the CLE packet after the seminar). Attorneys will be contacted directly regarding approval. No fees apply.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above. Credits earned by recordings are limited to five (5) per year.

### NEBRASKA

**Seminar:** Attorneys can apply for course credit through their [state bar portal](#) before January 20th of each year (annual report). The program brochure and speakers bios are required. Attorneys will be contacted directly regarding approval. No fees apply.

**Webinar:** The same application process applies, however, attorneys may be asked to supply additional information for webinar recordings.

### NEVADA

**Seminar:** Attorneys can apply for course credit by filling out [Form 2](#) on the Nevada Board of Continuing Legal Education website and attaching a timed agenda with speaker bios before December 31st of each year (annual report). Attorneys will need to login to their [NVCLE account](#) to confirm course approval. No fees apply.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### NEW HAMPSHIRE

**Seminar:** The state is self-reporting, therefore, attorneys can submit for course credit through their ART account available on the [NHBA Member Dashboard](#). No fees apply.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### NEW JERSEY

**Seminar:** New Jersey has reciprocity with California and the California Certificate of Attendance will be distributed to attendees in the CLE packet after the seminar. This state is self-reporting and attorneys should retain the California Certificate of Attendance for the same amount of time as other NJ certificates, no less than three (3) years.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

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**COVID-19 UPDATE:** The Supreme Court of New Jersey has issued an order temporarily waiving the requirement that New Jersey-licensed attorneys attend 12 hours of in-person CLE. Until further notice from the Court, New Jersey attorneys may now complete all 24 hours of their requirement online through webinars or on demand programming.

### **NEW MEXICO**

**Seminar:** Attorneys can apply individually for live programming (in-person or virtual) via [Form 3](#). The brochure including faculty bios must be submitted with the application along with a filing fee. Attorneys will be notified through the online portal of the application status.

**Webinar:** Live webinars can be submitted for credit using [Form 3](#) linked above. Webinar recordings are not eligible for CLE credit.

### **NEW YORK**

**Seminar:** New York has reciprocity with California and the California Certificate of Attendance will be distributed to attendees in the CLE packet distributed after the seminar. There is no need to apply for credit, New York attorneys are required to track individual compliance and must retain Certificates of Attendance and supporting documentation of compliance for a period of four (4) years after the conclusion of a CLE activity.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### **NORTH CAROLINA**

**Seminar:** Attorneys must fill out the [Application Form](#) on the NC State Bar website by the end of each calendar year when the attorney reports CLE hours. The program brochure must also be submitted. There is no immediate application fee but an invoice is sent at the end of each year. An approval letter will be mailed or applicants may log into their [NC bar page](#) to view approved courses.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### **NORTH DAKOTA**

**Seminar:** North Dakota recognizes CLE board approval from other states with CLE requirements and ALFA International is an approved provider in the state of California. Attorneys must provide a Certificate of Attendance (distributed to attendees in the CLE packet after the seminar) for each program when filing their Report of Compliance (ROC) at the end of each compliance period.

**Webinar:** Webinars (live or on-demand) can be submitted for credit using this [Application Form](#). Recorded webinars are considered self-study. Self-study should not exceed 15 credit hours in one compliance period.

### **OHIO**

**Seminar:** An individual may apply to have the program accredited by completing [Form 6](#) and returning it to the state bar office with the required attachments within 60 days after the program. There is a form fee only if the form is submitted after 60 days. The program brochure must be submitted. A complete set of course materials must be available upon request.

**Webinar:** Live and on demand webinars are considered self-study in Ohio. The sponsoring organization must apply for CLE credit and once approved, will provide the Activity Code to attending attorneys who can then complete [Form 1](#) to receive credit. ALFA International will endeavor to apply for CLE credit for webinars whenever possible and will reach out post-webinar to attending Ohio attorneys if credit is approved.

### **OKLAHOMA**

**Seminar:** Attorneys must fill out an [Application Form](#) within 90 days after the program or by December 31 of each year. There is a small application fee and the program brochure and materials must be attached. Attorneys can log into their [member page](#) to view approvals.

## CLE Information By State

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**Webinar:** This [Application Form](#) should be completed for both live and on demand webinars and a Certificate of Attendance (distributed to attendees in the CLE packet after the webinar) must also be provided noting the type of interactivity/ participation confirmation.

### OREGON

**Seminar:** Attendees must complete the accreditation application found on the [Oregon State Bar Member portal](#), preferably within 30 days of the seminar. There is no fee for the individual and the program brochure and samples of the written materials must be submitted. The CLE board will email approval confirmation or follow-up inquiries.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above. On-demand courses may only account for 6 credits per year maximum.

### PENNSYLVANIA

**Seminar:** ALFA International is an approved provider of CLE credit in Pennsylvania. Upon seminar completion, an ALFA International staff member will email each attendee who needs Pennsylvania CLE to collect their Attorney ID number and a completed course evaluation. ALFA International will report participation to the PACLE Board and attorney transcripts will be updated online within 60 days.

**Webinar:** Distance learning credit including live and on-demand programming is available via the same process noted above. Following a webinar, attorneys should be prepared to provide their Attorney ID and complete a course evaluation provided by an ALFA International staff member via email.

### RHODE ISLAND

**Seminar:** Attorneys can apply directly for CLE credit by logging into the [state bar website](#) and using Appendix D by June 30<sup>th</sup> of each year. There are no fees but the program brochure must be submitted. Attorneys will be notified of course approval decisions via email.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above. On-demand courses may only account for 6 credits per year maximum.

### SOUTH CAROLINA

**Seminar:** Attorneys can apply for credit by completing an [Application Form](#) and the brochure, including faculty information and a detailed, timed agenda, must be submitted. There is an application fee for the initial course approval and an email will be sent with approval or rejection notification including the course number assigned. Attorneys must fill out their full compliance report every year on or before March 1.

**Webinar:** Alternatively delivered programming (live or on-demand) must be submitted and approved for credit by the sponsor prior to the program taking place in order for credit to be made available to SC attorneys. At this time, ALFA International is not able to submit webinar content for CLE credit for the majority of webinars held, but is applying to become an approved provider in South Carolina so credit can be attained in the future.

### SOUTH DAKOTA

South Dakota does not have a mandatory CLE requirement at this time (last updated May 2020).

### TENNESSEE

**Seminar:** The sponsoring organization must apply for CLE credit. ALFA International will endeavor to apply for CLE credit for seminars whenever possible and will reach out post-event to attending Tennessee attorneys if credit is approved to gather the information needed to report participation to the TN CLE Board.

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**Webinar:** Viewing live webinars follows the same approval process as above and are approved as distance learning credit. Webinar recordings are not eligible for CLE credit as they are considered self-study due to the lack of interactivity.

### TEXAS

**Seminar:** Texas attorneys may request CLE credit for attending an out of state program by completing the 'Application for Accreditation of a CLE Activity' located on the [My Bar Page](#) along with a detailed agenda and speaker list including bios within one (1) year of the program. Attorneys will be required to pay applicable fees.

**Webinar:** Webinar content must be submitted and approved for credit by the provider 15 days prior to the program in order for credit to be made available to TX attorneys. At this time, ALFA International will endeavor to apply for credit in TX when possible and will reach out post-webinar to attending TX attorneys if credit is approved. If a webinar has already passed and you are an attending TX attorney who needs credit, please reach out to the ALFAI staff person in charge of the webinar and we will work with you to apply for credit, if possible.

### UTAH

**Seminar:** Utah attorneys may request CLE credit by submitting [Form 4](#) along with a detailed agenda listing topics, speaker list including bios and any other materials that show how the CLE activity meets the accreditation standards contained in the Utah State Board of CLE rules and regulations, within 60 days of the program. The completed application and materials must be submitted by mail to the Utah State Board of CLE, Utah Law & Justice Center, 645 South 200 East, Salt Lake City, UT 84111. Attorneys will be required to pay applicable fees.

**Webinar:** Listening to live or pre-recorded webinars is considered self-study and attorneys must fill out [Form 5](#), submit a timed agenda and pay the applicable fee to request CLE. The completed application and materials must be submitted by mail to the Utah State Board of CLE at the address noted above. A maximum of twelve (12) hours of self-study CLE credit is allowed each two-year compliance period.

### VERMONT

**Seminar:** Vermont attorneys may request CLE credit by submitting the [Application for Accreditation of Continuing Legal Education Activity](#), along with a detailed agenda and speaker list including bios, within 30 days of the program. The completed application and materials may be submitted to the Vermont Judiciary MCLE Board via email to [JUD.AttyLicensing@vermont.gov](mailto:JUD.AttyLicensing@vermont.gov). Attorneys will be required to pay applicable fees.

**Webinar:** Viewing live webinars and listening to recorded webinars (self-study credit) are approved in the same manner as above.

### VIRGINIA

**Seminar:** Virginia attorneys may request CLE credit by submitting [Form 4, the Attorney Application](#), along with the following materials in this specific order: course Agenda (with times), materials from each session (written materials, CD, flash drive, or electronic link), and list of sessions attended, within 90 days of the program. The completed application and materials must be mailed to the Virginia MCLE Board, 1111 East Main Street, Suite 700, Richmond, VA 23219-0026. Attorneys will be required to pay applicable fees.

**Webinar:** As long as there is an opportunity to interact with the speaker, attorneys may request CLE credit for live or recorded webinars. Submit in this order: [Form 4, the Attorney Application](#), course agenda (with times), materials from each session (written materials, CD, flash drive, or electronic link), Certificate of Attendance (distributed to attendees in the CLE packet after the webinar), and session attended. The Course Sponsor (ALFAI) will need to complete MCLE Opinion 6 Compliance Information on page 2 of Form 4, so please send the form to ALFAI HQ when needed. The completed application and materials must be mailed to the Virginia MCLE Board, 1111 East Main Street, Suite 700, Richmond, VA 23219-0026. Attorneys will be required to pay applicable fees.

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### WASHINGTON

**Seminar:** Washington attorneys may request CLE credit by logging into their [MCLE Online System](#) account, clicking “Add an Activity,” and adding program details OR by completing the [Application for Approval of a CLE Activity](#) and emailing it to [mcle@wsba.org](mailto:mcle@wsba.org), along with a detailed agenda and speaker list, including bios. This must be done by December 31 of the last year of an attorney’s reporting period. There is no fee to apply.

**Webinar:** Viewing live webinars and listening to recorded webinars (provided it was recorded less than five (5) years ago) are approved in the same manner as above.

### WEST VIRGINIA

**Seminar:** West Virginia attorneys may request CLE credit by submitting the Attorney Application for Individual Course Approval which is located in the [West Virginia Bar Membership Portal](#) along with a detailed agenda and speaker list, including bios, within 30 days of the program. Attorneys will be required to pay applicable fees.

**Webinar:** Viewing live webinars and listening to recorded webinars (online credit) are approved in the same manner as above.

### WISCONSIN

**Seminar:** Wisconsin attorneys may request CLE credit by submitting [CLE Form 2](#) along with an agenda or course description and speaker list including bios. The completed application and materials must be mailed or faxed to the Board Bar of Examiners (address and fax number are located on the form).

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.

### WYOMING

**Seminar:** Wyoming attorneys may request CLE credit for attending the program by applying through the online submission form ([LOGIN HERE](#)) or complete the printable [Application for CLE Credit](#). Attorneys must also submit a brochure or outline showing the course description, topics, faculty, and actual lecture times. If completing the printable form, the application and materials must be submitted to the Wyoming State Bar, 4124 Laramie Street, PO Box 109, Cheyenne, WY 82003.

**Webinar:** Viewing live webinars and listening to recorded webinars are approved in the same manner as above.