

# HOW TO GET YOUR MCLE CREDITS (FOR NEW YORK-LICENSED ATTORNEYS)

## ABA Forum on the Construction Industry Tech Series: Session 1

February 28, 2012

ABA Course ID# 09683

The American Bar Association (ABA) has been certified by the New York State Continuing Legal Education (CLE) Board as an Accredited Provider of continuing legal education in the State of New York. Therefore, this program is approved for the CLE credit imprinted on the face of the New York CLE Certificate of Attendance form.

### **Step One: Sign In and Out**

All New York-licensed attorneys and speakers seeking CLE credits must sign in and out of each ABA program attended. If the ABA program consists of multiple sessions, you must sign in and out of each individual session you attend. The sign in and out documentation is used to verify the total number of CLE hours to which you are entitled. If you do not sign in and out, the ABA cannot provide you with a New York CLE Certificate of Attendance form.

### **Step Two: Complete a Program Evaluation**

If you were provided a hard copy program evaluation form, please complete it and return it to the ABA program registration desk before you leave. Otherwise, please complete the online program evaluation at your earliest convenience. Please do not send program evaluations to the New York CLE Board. Thank you for your input and comments.

### **Step Three: Getting Your New York CLE Certificate of Attendance**

All New York-licensed attorneys seeking CLE credits must obtain completed New York CLE Certificate of Attendance forms for their records. A certificate is required for each program attended or, if applicable, each session attended.

If a New York CLE Certificate of Attendance is not available at the end of the CLE program (or session), the ABA will first verify your attendance then send a completed certificate to you within 60 days via email or mail.

### **Step Four: After You Receive Your New York CLE Certificate of Attendance**

For audit purposes, New York-licensed attorneys are required to keep the New York CLE Certificate of Attendance form for four (4) years. Please do not send the certificate to the ABA or the New York CLE Board.

Questions? Please visit <http://americanbar.org/mcle> for more information