



MCLE CHECK LIST
For: Amanda Wynn Raible
ABA Course ID #: 09683
ABA Forum on the Construction Industry Tech Series: Session 1

February 28, 2012

	Received	Sent Back to MCLE Unit *	
Distribute to your program participants 	1. How to Get the Most MCLE Credits <u>for Uniform Certificate</u> <ul style="list-style-type: none"> • Distribute this sheet with each Uniform Certificate of Attendance 	_____	N/A
	2. <i>Uniform</i> Certificate of Attendance (<i>not intended for NY attorneys</i>)	_____	N/A
	3. How to Get the Most MCLE Credits <u>for New York Certificates</u> <ul style="list-style-type: none"> • Distribute this sheet with each New York Certificate of Attendance 	_____	N/A
	4. <i>New York Non-Transitional</i> Certificate of Attendance <ul style="list-style-type: none"> • THE RULES: 1. New York Licensed Participants must receive appropriate, complete and customized New York Certificate(s) of Attendance within 60 days following participation in your CLE programs. 2. You may not give out blank (or incomplete) Certificates. 3. There is no partial credit. New York attorneys receive all or no credit for each CLE session attended. 4. Verify attendance (referring to the completed Attendance Confirmation Form) then complete, customize and issue the appropriate New York Certificate of Attendance for each New York licensed participant. 	_____	N/A
Attendance Records *Retain a copy of these records for 4 yrs. 	5. Teleconference (or Live Audio Webcast) Attendance Confirmation Form <ul style="list-style-type: none"> • Collect and Return two (2) complete sets to MCLE Unit. A complete set is one that has been put into alphabetical order first by state and then within each state by attorney last name. 	_____	_____
	6. Final Registration List (<i>send one copy to MCLE Unit</i>)	N/A	_____
	7. Electronic Attendance Report <ul style="list-style-type: none"> • Instructions are included with these documents • Actual Report Form (an Excel spreadsheet) is attached to the e-mail you are receiving with these documents • Please return the completed Report Form (the Excel spreadsheet) via e-mail to the MCLE Manager. • Please include a hard copy of the Report Form with the sets of Attendance Confirmation Forms sent to the MCLE Unit. 	_____	_____

FOR MCLE UNIT USE ONLY:

States Paid: _____

States Sent Application (after program): _____

States Sent Sign-In Sheets: _____