

Suffolk Academy of Law

Fact Sheet for Committee and Specialty Bar CLE Programs

There are two ways in which SCBA Committees and Specialty Bar Associations can work with the Suffolk Academy of Law to develop CLE programs for which the Academy can offer CLE credits.

In-committee CLE programs are generally more focused or specialized programs developed specifically for the committee or Specialty Bar's members and held during the committee or Bar's regular meetings.

Academy programs are generally of broader appeal and may be of interest to those who may not concentrate in that particular area of practice. Academy programs are given outside of committee or Specialty Bar meetings.

In-Committee CLE

In-committee CLE provides opportunities for members to obtain Academy CLE credits at committee and specialty bar meetings; this is a special benefit to our members, and credits are provided.

Each CLE program must be scheduled through Marion Baum marion@scba.org and then approved by the Academy **prior to** the committee or specialty bar meeting taking place. In order to obtain program approval, you must complete a **Program Proposal form** for each meeting for which you are requesting CLE credits, including the title of the program, topics to be covered, program description, date and time of the meeting, number and types of credits offered, and identity of the speaker(s).

The Program Approval form should be returned to the Academy Executive Director. We recommend that you complete the approval form **at least one month in advance of the anticipated date of the program**, since the Curriculum Committee meets once per month. If you have any questions when completing the form, please contact the Academy.

Once the form is received, it will be voted on by the Curriculum Committee and Academy Officers and Volunteers at the next scheduled meeting. You will be notified when your program has been approved.

After approval of the program, you must provide the Academy with a biography for each speaker and any handout materials, including a timed outline, **at least one week prior to the scheduled meeting date**. Please note that in order to obtain CLE credits, materials **must** be provided and at least one speaker must be an attorney in good standing. **Please see the Academy's Materials Guidelines for further information.**



Coordinating an In-Committee CLE Program

It is the responsibility of the Committee or the Specialty Bar to:

- Schedule and confirm meeting dates and times with the SCBA (marion@scba.org) so they can be added to the SCBA calendar and rooms can be reserved, if necessary
- Publicize the program to their Committee or Bar, or contact the SCBA to email committee members
- Work with speakers and ensure that CLE compliant materials are provided to the Academy pursuant to the Academy's **Materials Guidelines**
- Provide materials to attendees on the date of the program
- Obtain the registration folder containing the registration list and evaluation forms, from the Academy prior to the program
- Handle on-site registration, including collecting money or billing information from attendees
- Take attendance at the program
- Provide attendees seeking CLE credits with evaluation forms
- Return all monies collected, evaluations, attendance sheets and faculty information to the Academy promptly after the program

The Academy will:

- Make pre-registration, sign-in sheets and payment forms available (see Nicolette)
- Generate evaluation forms for use at the program
- Have CLE Certificates available after the program

Please note that for in-committee CLE or CLE at Specialty Bar meetings, the Academy does not prepare publicity fliers, compile or copy materials, record or webcast programs, or provide food or registration services.

Coordinating an Academy CLE Program

If your committee or specialty bar would like to work with the Academy on a CLE program with broader appeal than just those members of your committee or association, we recommend that you complete the Program Approval Form and attend an Academy Curriculum Committee meeting to discuss your program ideas and work with the Academy to develop the best program possible.

Please see the **Guidelines for Program Coordinators** for more information about coordinating an Academy program.

If you have any questions, please don't hesitate to contact the Academy at 631-234-5588.

