



CBA Academy of Continuing Professional Development

Compliance Checklist for Individual CLE Course/Program Approval

In an effort to ensure consistent quality of Continuing Legal Education (CLE) courses/programs, the CT Bar Institute, Inc., has created this checklist to be referenced when submitting courses/programs for approval. *Please ensure all required areas are represented in the application submission.* Any questions with these requirements should be directed to Holly Fox, Program Development Specialist, at (860)612-2017 or hfox@ctbar.org.

COURSE/PROGRAM MATERIALS REQUIRED FOR APPROVAL PROCESS:

- Brochure/flyer
- Complete set of written handout materials
- Timed course or program outline
- Faculty biographies
- Total *minutes* of instruction, *not* to include keynote speakers, introductions, breaks, or meals
- Breakdown of categories of credit (general (non-ethics)/ethics)

COURSE/PROGRAM INSTRUCTIONAL DESIGN REQUIREMENTS:

- The course/program shall have significant intellectual or practical content and its *primary* objective shall be to increase the professional legal competency of attorneys in:
 - a. ethics and professionalism
 - b. skills
 - c. law practice management and/or areas of professional practice
- The course/program shall be offered by a provider that has substantial, recent experience in offering CLE's, or that has demonstrated an ability to effectively organize and present CLE's to attorneys (i.e. member of the *Association of Continuing Legal Education Administrators (ACLEA)*).
- The course/program shall be taught by instructors with expertise in the subject matter being taught and shall be specifically tailored to a legal audience. *At least one member of the CLE faculty must be an attorney in good standing and must actively participate in the program* (precluding any disbarred or suspended attorney from being a faculty member).
- Written materials must be thorough, high quality, readable, and carefully prewritten. Materials shall be made available to all participants at or before the time the course/program is presented, unless the absence of materials or the provision of such materials shortly after the course or program is approved in advance by the CBA. Written materials for approved courses/programs shall satisfy the following additional criteria:
 - a. Be prepared or compiled specifically for the accredited course/program and shall be approved by the faculty. Materials shall specifically address each topic presented in the course/program.
 - b. Reflect they are timely or that they have been updated with specific reference to the course/program.
 - c. Cover those matters that one would expect for a comprehensive and professional treatment of the subject matter of the course/program; brief outlines without citations or explanatory notations shall *not* constitute compliance with the accreditation criteria.
- The course/program shall be conducted in a physical setting that is comfortable and conducive to learning.