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General FAQs

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Q. Are law school courses eligible for CLE?

No. Courses taken toward any degree, including law, cannot be used toward compliance with the CLE requirement. However, law schools that offer continuing education courses to licensed lawyers can obtain CLE credit for those courses, so long as those courses do not also apply toward the school's law degree program.

Q. What is a credit hour?

A credit hour is 50 minutes of instruction time in Board-accredited continuing legal education courses. Segments considered not educational, such as introductory remarks, keynote speeches, breaks, meals, etc., will be excluded (BCLE Reg. 103:1(j)).

Q. Can a law professor obtain credit for teaching law students?

Law school professors and instructors are not awarded CLE credit for teaching full or part-time law students (BCLE Reg. 201:6).

Q. How are ethics and professional responsibility courses defined?

Ethics and/or professional responsibility courses or segments of courses are devoted to:

1. the substance, underlying rationale, and the practical application of the Rules of Professional Conduct;
2. the professional obligations of the attorney to the client, the court, the public, and other lawyers;
3. substance abuse and its effects on lawyers and the practice of law; and

inclusion initiatives in the legal profession, and cultural competency in the practice of law or the administration of justice (BCLE Reg. 103:1(k)).

Q. What is the New Jersey CLE requirement for an attorney?

Unless otherwise exempt, every active New Jersey licensed attorney in good standing is required to complete 24 credit hours of continuing legal education every two years. Of those 24 credits, five must be in ethics and/or professionalism and at least 2 of the 5 must be in diversity, inclusion & elimination of bias (BCLE Reg. 201:1). A minimum of one-half of the credits must be earned live, as defined in the Board's regulations (BCLE Reg. 201:8).

Q. Are courses that do not focus on the law itself, but still enhance an attorney's skills, eligible for accreditation?

Hybrid programs that cross academic lines but do not deal directly with the practice of law, such as: accounting, medicine, environmental science, may be considered for approval by the Board. In making its determination, the Board must be satisfied that the content of the activity or course will enhance the attorney's legal skills and/or the ability to practice law (CLE Reg. 301:5).

Q. How are courses on professionalism defined?

Professionalism courses are devoted to the examination or identification of principles of competence, civility, improvement of the justice system, advancement of the rule of law, and service to the community.

Q. Who must comply with the continuing legal education requirement?

Any attorney with a plenary or limited license to the New Jersey bar who is in good standing is required to comply, **regardless of whether the attorney is practicing New Jersey law**. The program is mandatory for attorneys, judges, in-house corporate counsel, attorneys who work for government entities, and those not otherwise exempt. If at any time during the compliance period a licensed attorney is active with the Fund for Client Protection, having paid the annual attorney registration fee, he or she must meet the CLE requirement for that period.

Q. Are approved courses listed somewhere?

Approved courses will be displayed in the [Board's course catalog](#) and will be available for attorneys to search. The presumption is that all approved courses will be displayed in the [Board's course catalog](#) unless the provider specifically requests that it not be advertised.

Q. What is an alternative verifiable learning format?

Alternative verifiable learning format courses are those courses presented on videotape, audiotape, remote-place viewing, online Internet computer presentations, webinars, webcasts, satellite simulcasts, teleconferences, videoconferences, and Internet computer self-study (BCLE Reg. 103:1(b)). Alternate verifiable learning format courses not considered live instruction pursuant to the Board's regulations are limited to one-half of the total credit requirement in any compliance period (BCLE Reg. 201:8).

Q. What are the requirements for newly admitted attorneys?

In their first full two-year compliance period, newly admitted New Jersey attorneys with a plenary license must earn sixteen (16) of the twenty-four (24) credit hours in at least six (6) of the following twelve (12) subject areas: NJ basic estate administration; NJ basic estate planning; NJ civil or criminal trial preparation; NJ family law practice; NJ real estate closing procedures; NJ attorney trust and business accounting fundamentals; NJ landlord/tenant practice; NJ

fundamentals. (BCLE Reg. 201:2). Courses that are approved for the newly admitted attorney requirement can be found using the law category drop down menu in the [course catalog](#).

Q. Do attorneys get additional credit for teaching?

Once per compliance period, attorneys who present an approved course are entitled to claim double credit for the amount of time personally spent presenting/as a panelist. If the attorney presenter attends the rest of the course, he/she can claim hour-for-hour credit for attendance at those portions of the course. Attorneys are entitled to the additional presenting credit once per compliance period. Future presentations of the same course will be awarded attendance credit hours only. Attorneys teaching/presenting a course that is accredited in another mandatory CLE jurisdiction that allows for more credit for teaching/presenting than offered in NJ can only use the NJ calculation for teaching credit towards compliance in NJ.

Attorneys who are involved in New Jersey approved moot court or mock trial activities are able to claim up to six credits per compliance period for such activities. The credit is for the actual moot court or mock trial presentations and not for any additional coaching sessions. To obtain credit, the attorney must have the appropriate Certificate of Attendance.

Q. What is considered a legal education activity or course?

Continuing legal education is defined as any legal, judicial, or other educational activity designed principally to maintain or advance the professional competence of attorneys and/or to expand an appreciation and understanding of the ethical and professional responsibility of attorneys (BCLE Reg. 103:1(i)).

Activities that WILL NOT be given CLE credit include, but are not limited to, writing or publications; mentoring another attorney; pro bono work; teaching and/or attending law school classes; and activities used to market or sell the presenter's technology, products, services, or skills (BCLE Reg. 301:7).

Q. Is credit available for teaching the same course more than once in a compliance period?

No. The 2:1 credit for teaching is available for the same course only once during a compliance period. However, attorneys can get 1:1 credit for attending the same course multiple times in that same compliance period (BCLE Reg. 201:6).

Q. Does New Jersey accept CLE credits from other mandatory CLE jurisdictions?

Through reciprocity, New Jersey will accept credits for courses that are not accredited in New Jersey, but are accredited in another mandatory CLE jurisdiction, provided the type of credit/course is not otherwise excluded by the [BCLE Regulations](#) and does not exceed the credits allowed for teaching. Attorneys relying on reciprocity must ensure that they are also meeting the requirements of New Jersey's program. There is no fee for reciprocity. A course taken that has not been approved in a mandatory CLE jurisdiction will not have the benefit of reciprocity (BCLE Reg. 201:4). An attorney can seek credit for such courses with the [individual attorney application for CLE credit](#).

Attorney FAQs

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Q. How do I certify compliance of the program's mandatory requirements?

Attorneys will certify compliance on the online Annual Attorney Registration and Billing Statement (BCLE Reg. 401:1). Every attorney is permanently assigned to one of two compliance groups, determined by their birth month. Compliance Group 1, those born from January 1 through June 30, will certify compliance in even-numbered years and Compliance Group 2, those born from July 1 through December 31, will certify compliance in odd-numbered years (BCLE Reg. 401:2).

Q. Can attorneys get credit for a course when the provider did not apply for accreditation or if the course was not approved in another mandatory CLE jurisdiction?

An attorney can submit an Individual Attorney Application for CLE Credit no later than 30 days after the completion of the course. Applications will be reviewed by the Board and decided on a case-by-case basis. Regardless, the presumption is for the provider to apply for CLE credit, not the attendee, especially if the course is primarily given to attorneys or is given in-house by law firms or corporations.

Q. I don't practice New Jersey law. Am I exempt?

Attorneys that do not practice New Jersey law **are not** automatically exempt from New Jersey's CLE requirements. Attorneys practicing in another mandatory CLE jurisdiction can use courses approved in that jurisdiction to meet the NJ CLE requirement, so long as the course work is not specifically excluded in NJ and the specific credit requirements are met. Please see the related FAQ regarding exemptions, reciprocity, and alternative verifiable learning formats.

Q. How will compliance be monitored?

Every licensed New Jersey attorney is subject to being selected for audit by the Board. The Board will notify selected attorneys of an audit. Those attorneys will be required to demonstrate compliance in writing within 30 days of receipt of a request by the Board for information, and produce proof of compliance (BCLE Reg. 401:1).

Q. Can attorneys obtain credit for writing a legal article or book?

No. The Board does not grant CLE credit for publishing.

Q. What if circumstances prevent an attorney from complying with the CLE requirement?

An attorney may file an application for a waiver of the requirement and must show by clear and convincing evidence either

- a. undue hardship, or
- b. circumstances beyond the control of the attorney that prevents compliance in any reasonable manner with the CLE requirement.

For the Board to consider a waiver based on a medical reason, the application must be accompanied by a certification from a licensed physician (**BCLE Reg. 202:3**). **Depending on the circumstances, the Board may grant either a complete waiver of the CLE requirement for the compliance period or may grant another remedy, such as allowing the attorney to satisfy the requirements through 100% alternative verifiable learning format courses (BCLE Reg. 202:2).**

Q. Do the newly admitted credits have to be based on New Jersey law?

Yes. A course offered in a new admit subject area that is not New Jersey law specific may have obtained New Jersey CLE credit, but not New Jersey new admit credit. To earn credit toward the new admit requirement, the coursework must be New Jersey law specific and designated as New Jersey new admit.

Q. What happens to attorneys who do not fulfill the mandatory CLE requirement by the end of the compliance period?

Attorneys will be notified by the Board of noncompliance and will receive notice of a grace period to achieve compliance. Any credits obtained during this time will count only for the previous compliance period and not the then-current compliance period. Those who avail themselves of the grace period will be assessed a \$50 noncompliance fee.

Q. Can attorneys obtain credit for attending law school courses?

No. Courses taken toward any degree, including law, cannot be used toward compliance with the CLE requirement. However, an attorney can earn CLE credit for continuing legal education courses offered by a law school so long as those courses do not apply toward the school's law degree program.

Q. Can attorneys earn CLE credit by taking courses by tape, online, or through another form of technology?

Generally, yes. The courses must be approved for CLE credit. Alternative verifiable learning format courses are those courses in which the participant is not physically in the room with the presenter. Courses offered under an alternative verifiable learning format must have a reliable method of verifying and recording participation. A system that only monitors a participant's log on and off times is insufficient. Courses taken through alternative verifiable learning formats not considered live instruction pursuant to the Board's Regulations shall account for no more than one-half of the total credit hour requirement per compliance period (BCLE Reg. 201:8 and 301:9).

Q. I was just admitted to the NJ bar. When does my CLE requirement start?

Every newly admitted attorney's first compliance period begins January 1 of the calendar year immediately following the attorney's admission to the bar.

When the grace period expires, attorneys will no longer be able to report compliance on the online registration system. Attorneys will find a reporting form on the Board's website and must submit that completed reporting form to the Board and certificates of attendance proving compliance. In addition, the attorney will be assessed an additional \$50 noncompliance fee. Attorneys who fail to report compliance thereafter may be subject to administrative ineligibility to practice New Jersey law (BCLE Reg. 402:1 and 402:3).

Q. Do Inns of Court programs count for CLE credit?

Yes. Attorneys who participate as masters, barristers, or pupils will receive 1:1 credit for their participation in educational activities (BCLE Reg. 201:7).

Q. What if I am both working and residing in a non-mandatory CLE jurisdiction, which may include a jurisdiction overseas?

An attorney neither living nor working in a mandatory CLE jurisdiction can obtain all of their required credits through alternative verifiable learning formats (BCLE Reg. 201:8(b)).

Q. Why do some newly admitted attorneys have a transitional reporting requirement?

Those attorneys whose requirement begins in January and within the 12 month period would have to report CLE based on their compliance group, they will have a transitional reporting period, requiring them to meet one-half of the two year requirement.

Q. What happens if I am deemed ineligible to practice in New Jersey due to failure to comply with the CLE requirements?

You will be placed on the CLE ineligible list and as such are no longer authorized to practice New Jersey law until you comply with the CLE requirement.

Attorneys needing to be reinstated to practice will find a Reinstatement Reporting form on the Board's website. The certificates of attendance proving compliance must be submitted with the reinstatement reporting form along with a \$100 reinstatement fee and payment of any other non-compliance fees.

Finally, the required credits stack. An attorney that is non-compliant for more than one compliance period must earn all credits required for each compliance period the attorney is non-compliant.

Q. How does an attorney obtain a Certificate of Attendance?

The provider of a course approved for CLE credit in NJ must give the attorney attendee a New Jersey Certificate of Attendance. For courses approved in another mandatory CLE jurisdiction, a completed copy of that jurisdiction's Certificate of Attendance form will suffice as proof of attendance (BCLE Reg. 301:8).

Q. Can courses taken in excess of any requirement carry over into the next compliance period?

Up to 12 credit hours (6 for the transitional period) can be carried over to the next consecutive compliance period (BCLE Reg. 201:3). If the carried over credits are not used in the next consecutive compliance period, they cannot be carried further.

An attorney that is subject to either a compliance audit or required to prove compliance after a period non-compliance must be able to prove any claimed carryover by submitting all attendance records for the prior compliance period.

Q. Can attorneys get credit for a course if they arrive late or leave early?

Q. Who is exempt from having to take CLE?

Only attorneys who have been admitted to practice law for 50 years or more in New Jersey or any jurisdiction, those who have reached age seventy-five regardless of length of tenure at the Bar, those on full-time active duty in the military, VISTA or Peace Corps, and those retired completely from the practice of law **during the entire compliance period** are exempted from the mandatory CLE requirement (BCLE Reg. 202:1).

Q. Where do I submit my Certificate of Attendance after I complete a course?

The New Jersey Continuing Legal Education program is self-reporting and the Board does not track an attorney's credit-by-credit course work. Attorneys must maintain possession of their Certificates of Attendance for at least three years. In the event of an audit, attorneys will be asked to produce those records to verify compliance. The attorney is responsible for keeping track of the courses he or she takes toward compliance with the NJ mandatory CLE requirement (BCLE Reg. 401:1).

Q. Will extensions of time for compliance be granted?

An attorney may file an application for an extension of time by demonstrating good cause. The Board will review each request on a case-by-case basis and may extend the time of compliance for an attorney. The application for extension of time must be filed 21 days **before** the end of the attorney's relevant compliance period (BCLE Reg. 202:3). Attorneys who did not complete their requirement and did not timely request an extension must avail themselves of the grace period.

Q. Where can I confirm that a program has New Jersey CLE accreditation?

The CLE provider can confirm accreditation. In addition, the courses accredited by the Board for CLE, as well as the approved service provider list, can be viewed on the [course catalog](#), available on the Continuing Legal Education Page on the Judiciary's website: [CLE Approved Course Catalog](#).

Q. When I retire, am I still responsible to complete my CLE requirement?

If you are active with the Fund at any time during the compliance reporting period, you must meet the continuing legal education requirement for the period.

For example, if your compliance period is 1/1/2020-12/31/2021, and you claim retirement for the first time during the 2022 annual registration, you are considered active with the Fund during the compliance period and must complete and report CLE for the period.

Provider FAQs

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- ▶ **How long is approved provider status valid?**
- ▶ **Who is eligible to be considered as an approved service provider?**
- ▶ **What is the fee to apply for per-course accreditation or approved provider status?**
- ▶ **How do providers renew or extend their approved provider status?**

Q. What are the standards for becoming an approved service provider?

Applicants who meet the following minimum requirements may be granted approved service provider status: the provider has presented at least five separate programs of CLE that meet BCLE Reg. 301 and 302 within the past two consecutive years; the provider has demonstrated that its CLE activities have consistently met the standards set forth in BCLE Reg. 301 and 302; the provider is a law school accredited by the American Bar Association; or an "in-house" provider that previously has not presented a CLE course but satisfies the Board that the proposed future educational activities meet the standards set forth in BCLE Reg. 301 and 302.

Q. Does a provider have to offer a financial hardship policy?

Every per-course provider and approved service provider who charges a registration, attendance, or membership fee is required to have a detailed financial hardship policy for lawyers who wish to attend its courses, but for whom the expense of such courses would pose a financial hardship. A financial hardship policy may include the award of scholarships, waivers of course fees, reduced fees, or discounts. The Board would like to see that a provider will offer a scholarship or waive the fee for an attorney who demonstrates a significant hardship, including but not limited to, unemployment. The Board will not approve courses or grant provider status without a financial hardship policy (BCLE Reg. 302:8).

Q. What is the specific language that must be used by a provider to advertise a course?

When a course has been accredited or a course is offered by an approved service provider, the following language must be used: "This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for _____ hours of total CLE credit. Of these, _____ qualify as hours of total credit for ethics, professionalism, and professional responsibility, of which _____ qualify as hours of credit for diversity, inclusion and elimination of bias (BCLE Reg. 302:1). In addition, providers should note whether the course qualifies under any of the nine specified new admit areas, if applicable.

Q. What are "in-house" courses?

In-house courses are educational programs that are offered or conducted by law firms, corporate or government legal departments, or similar entities for the purpose of educating their members/employees (BCLE Reg. 103:1(m)).

Q. Who is eligible to seek per-course approval as a provider of New Jersey CLE?

Any person, entity, organization, or association who complies with the standards and requirements of Rule 1:42 and the Board's Regulations can apply for per-course approval or approved service provider status (BCLE Reg. 302:1).

The presumption is for the provider to apply for CLE credit, not the attendee, especially if the course is primarily given to attorneys or is given in-house by law firms or corporations.

Providers may state that their application for course or program accreditation or approved service provider status in New Jersey is pending.

Q. What are the standards for course accreditation?

Educational activities that satisfy the following standards shall be approved for CLE credit:

1. the activity must have significant intellectual, educational or practical content, and its primary objective must be to increase each participant's professional competence and proficiency as a lawyer;
2. the activity shall constitute an organized program of learning dealing with matters directly related to the practice of law, professional responsibility, professionalism, or ethical obligations of lawyers;
3. the CLE materials are to be prepared and approved activities are to be conducted by an approved service provider or a per-course approved provider qualified by practical or academic experience for a traditional CLE course in a setting suitable to the educational activity of the program and, when appropriate, equipped with suitable writing surfaces or sufficient space for taking notes; and
4. thorough, high-quality, and carefully written materials are to be distributed to all attendees at or before the time the approved education activity is presented (BCLE Reg 301:1).

Q. How do providers seek approved service provider status?

Through the provider management screen on the portal, enter the details of 5 courses presented by your agency in the 24 months preceding your application. The courses must have been accredited for continuing legal education in New Jersey or another mandatory CLE jurisdiction. Upload the timed agenda and brochure for each course.

Submit hard copies of the following:

1. Speaker biographies for all 5 courses,
2. A complete set of materials for any 2 of the 5 courses,
3. A sample attendance verification for each of the formats you seek to use,
4. If payment was not made online via credit card, include a check or money order payable to "Treasurer, State of New Jersey." Refer to the [Fee Schedule](#).
5. If seeking service provider status relying on CLE approval from another mandatory CLE jurisdiction, include proof of accreditation if any of the 5 courses were not previously accredited in New Jersey.

Finally, if your agency charges a registration fee for any course, upload a copy of your Financial Hardship Policy. Providers will be notified in writing by the Board of its decision regarding their application. They may also check their status on-line at the Board's website. If an application for approved service provider is denied, the provider can seek reconsideration from the Board. They can then file with the Board a Notice of Petition for Review before the Supreme Court (BCLE Reg. 501:1).

Q. How does a provider apply for per-course approval?

Providers seeking per-course approval must complete an on-line application for [Individual Course Accreditation](#) and submit the [proper fee](#) and required documents including: a final version of the timed agenda; a brochure, advertisement, or announcement for the course; the names and credentials of all instructors; and a copy of their financial hardship policy if a registration or membership fee is charged. Course materials and hand-outs need not be provided, unless specifically requested by Board staff. If the course is not conducted live with the instructor in the same room as the participants, providers must also submit a description of the reliable method that was used to verify and record the attendance of each participant.

may also check their status on-line at the Board's website. If an application for per-course approval is denied, the provider can seek reconsideration from the Board. They can then file with the Board a Notice of Petition for Review before the Supreme Court (BCLE Reg. 501:1).

Q. What records should providers keep?

All New Jersey CLE providers are required to keep and maintain attendance records for each approved educational activity that they offer for a period of not less than three consecutive years (BCLE Reg. 301:2). Attendance records should not be submitted to the Board unless requested.

Q. What do providers need to know about new admit courses?

When advertising credit, providers must correctly distinguish between courses awarded New Jersey CLE credit vs courses awarded New Jersey CLE new admit credit, especially when a course covers one of the twelve subject areas but is not New Jersey law specific. To obtain credit for a New Jersey new admit course, the coursework must be specifically based in New Jersey law rather than general law or another jurisdiction's law related to any one of the nine subject areas. For example, a course in matrimonial law that is not New Jersey law specific does not meet the New Jersey new admit requirement.

Q. What are the obligations of a provider once approved service provider status is obtained?

Once a provider is granted approved service provider status, the courses offered are presumptively approved and the provider need not apply for per-course approval of each course. However, prior to the date of the presentations, but no later than 30 days after the presentation, the approved service provider must submit on-line announcements of each of its CLE activities through the provider's management page and update the course information if any sessions or locations are changed or added. In addition, approved service providers must give attendees the New Jersey Certificate of Attendance available on the provider management page. The approved service provider is required to maintain all records of attendance for a period of 3 years from the date the course is last given. Providers may be asked to submit information on an attorney's attendance during the random audit process. Lastly, by January 15 and July 15 of each year, the approved service provider shall also file with the Board a detailed report describing the CLE activities it conducted during the prior six months. The bi-annual report template is available on the provider's management page. (BCLE Reg. 302:4).

Q. When should a provider submit a program for per-course approval?

All programs must be submitted for per course approval at least 30 days prior to but no later than 30 days after the date the course was given. Courses submitted later than 30 days will be reviewed on a case-by-case basis and a late fee will be imposed. Late application is discouraged.

Q. How does a provider calculate credit?

The provider should submit the total number of minutes of actual instruction, exclusive of the introductory remarks, keynote speeches, breaks, meals, and any other segments that are not educational. That number of minutes will be divided by 50 to reach the correct number of total credits for the course. Any minutes related to ethics, professional responsibility and professionalism should be separated, as well as any minutes related to diversity, inclusion, and the elimination of bias (DIEB). For example, a course that is 200 minutes of total instruction, 50 minutes specifically for DIEB instruction and another 50 minutes in other ethics instruction, the course would be worth 4 credits, of which 2 credits qualify for ethics, including 1 credit of DIEB. If an attorney arrives late or leaves early, it is up to the provider to determine if the attorney receives partial credit.

are required to use only the New Jersey Certificate of Attendance available on the provider's management page. Providers who do not seek or obtain course approval in New Jersey are not authorized to use the New Jersey Certificate of Attendance. Attorneys taking courses approved in another mandatory CLE jurisdiction and using them toward compliance in New Jersey through reciprocity may rely on that jurisdiction's approved Certificate of Attendance (BCLE Reg 301:8).

Q. Are an approved service provider's courses automatically approved?

Generally yes; however, the Board reviews every course announcement to ensure the information submitted is correct. For example, the Board confirms that minutes of instructions correlate to the time listed for the course, there is a proper description of the course content, and proper selection of law category codes, among other things. Moreover, failure to properly describe course content related to newly admitted attorney, ethics, professionalism, professional responsibility, diversity inclusion, and elimination of bias credits will result in the course approval being denied.

It is the provider's responsibility to verify course announcement approval through the provider management page. This is to ensure that the provider doesn't mistakenly issue a Certificate of Attendance without the Board's approval. There will be no separate written notification of course announcement denial.

Q. How many times can the same course be given under a per-course approval?

Many courses are given multiple times at different locations. The Board must be notified of all the dates and locations of the presentation via the provider's management page. The accredited course approval expires one calendar year from the date of Board approval. Courses cannot be given after the expiration date unless a new application is submitted and approved by the Board.

Q. What is the requirement of providers for courses given in alternate formats such as tapes or webinars?

Providers must have a reliable method of verifying and recording an attorney's attendance under an alternative verifiable learning format. Reliable methods of verifiability include embedded codes, polling, pop-up quiz questions, etc. A system that only monitors a participant's log on and off times is insufficient. The provider is also required to distribute a New Jersey Certificate of Attendance to each attorney confirming the successful completion of the course only upon verification that the course in fact was completed (BCLE Reg. 301:9).

Q. How long is approved provider status valid?

The grant of accreditation as an approved service provider is valid for a period of two consecutive years from the date of the grant. The provider must timely submit a reapplication if seeking to extend service provider status. Each course announcement is good for one year from approval to ensure courses are updated to current law.

Q. Who is eligible to be considered as an approved service provider?

Local, state, and specialty bar associations; for profit and nonprofit legal education providers; Inns of Court; educational institutions; in-house providers; and government entities are eligible for approved service provider status (BCLE Reg. 302:1).

Q. What is the fee to apply for per-course accreditation or approved provider status?

Most organizations are subject to paying an application fee to the Board. Please refer to the [fee chart](#) available on the Board's website. Government or public service organizations may be exempt from paying a fee but must request the exemption by providing an explanation as to

Q. How do providers renew or extend their approved provider status?

A grant of accreditation as an approved service provider may be continued for an additional two-year period upon the online filing of a new and fully completed application and payment of the required fee prior to the expiration of the approved service provider's current accreditation period (BCLE Reg. 302:6).

Providers will be notified in writing by the Board of its decision regarding their application. They may also check their status online at the Board's website.

An approved service provider's status could be declined for renewal or may be revoked at any time if the Board determines that the requirements of BCLE Reg. 301 and 302 were not met (BCLE Reg. 302:7).