



CLE MATERIAL GUIDELINES

Course Approval

Every CLE regulator in every state requires substantive written materials in order to provide CLE credit. Each state CLE regulator will determine if the submitted materials are sufficient. CILA, through its coordination with the ABA's MCLE department, will seek CLE credit for eligible Symposium presentations. If there are no written materials, your session will not be eligible for CLE credit. If this occurs, ABA MCLE will have to tell the attendees that credit was not available because materials were not provided. While meeting these guidelines does not guarantee CLE credit will be approved, our experience indicates that meeting these guidelines will make approval more likely. If you have any questions relating to these guidelines, please email sarena.bhatia@abacila.org.

Requirements for Written Materials

Program materials must stand independently as an instructional resource that explains the topic and content presented, rather than merely a document aiding your presentation. ABA MCLE requires that materials used to qualify for CLE credit be provided to attendees before the start of the training. Anything provided *after* the training will not count towards CLE eligibility. Written materials are due to CILA by COB Friday, May 24th.

The written materials must:

- reflect recent updates to law/policy and be accurate;
- provide significant intellectual, educational, or practical content;
- increase each participant's professional competence as an attorney;
- deal primarily with matters related to the practice of law;
- be prepared, at least in part, specifically for your presentation, and prepared by you;
 - Note: You must have copyright for all resources that are provided in your written materials

If you plan to use your PPT towards CLE accreditation:

- The PPT must be provided to attendees. It's not enough to show the PPT during the presentation.
- We encourage slides to incorporate visuals. It is not required for every slide to be text heavy.
 - Still, there must be enough substantive information on the remaining slides such that an individual looking at the PPT as a standalone document can understand the topic.
- **Suggestion #1:** create a handout using your substantive notes from each slide. (CILA can help with this!)
- **Suggestion #2:** create two different versions of your PPT – one for presentation purposes (engaging and heavy on visuals) and one for CLE accreditation to be provided in advance. (CILA can help with this!)

If your written materials incorporate hypotheticals:

Written materials provided to attendees before the training **do not** have to include the answer to hypotheticals. **However**, the course materials **must** be supplemented immediately after or during the presentation with a separate document that includes the answer, or a written discussion, to the hypothetical.

Common Issues with Written Materials

- Brief outlines that are not thorough enough to be standalone resources
- Slides with little or no substantive content
- Cases and statutes without notations or explanatory materials
- Links/bibliography alone (You can provide links to additional resources, but these wouldn't be considered part of your written materials.)

CILA Support

We appreciate that preparing sufficient written materials requires time and effort. Upon receipt of your written materials, the CILA team will review for redaction errors, citations, and whether the materials are likely to be sufficient according to the above CLE guidelines. **If you would like CILA to provide additional support in the creation of written materials for CLE purposes, please email sarena.bhatia@abacila.org as soon as possible.**