

**NH MINIMUM CONTINUING LEGAL EDUCATION BOARD
CERTIFICATE OF ATTENDANCE & TEACHING CREDIT**

Please note: This form is for your records in the event you are audited. You are not required to submit this form to the NHCLE Board.

Sponsor: _____

Activity Title: _____

Date: _____

Location: _____



This program has been approved by the NHCLE Board

for a total of: _____ CLE credit hours based on a 60-minute hour**

Of this total: _____ CLE credit hour(s) of this program
is/are devoted to instruction in
ethics/professionalism

** This form denotes full attendance. If you arrive late or leave prior to the program ending time, it is your responsibility to adjust CLE hours accordingly.

Reminder: Luncheon addresses, business meetings, receptions are not to be included in the computation of credit.



TEACHING INFORMATION -- written materials provided to participants at program are required.

_____ Number of hours of actual teaching time

_____ Number of hours teaching ethics portion, if any

Refer to Teaching Credit Worksheet on next page to determine credit

WORKSHEET TO DETERMINE TEACHING CREDIT

Teaching is classified as Non-Live credit.

What Qualifies For Credit

You may claim teaching credit if you were a faculty member at an approved CLE program for lawyers. You multiply your actual teaching time to determine the teaching credits. (See Determining Credits)

You may claim full teaching credit for only one presentation of the same course in a reporting year. If you make multiple presentations of the same course in the same reporting year, you may claim credit from subsequent presentations for the actual teaching time only, not subject to the credit multiplier.

You may also claim attendance credit for any portion of an approved program you did not teach but did attend. Attendance credit may be claimed only once for the same course in the same reporting year. These credits, determined by your actual attendance time excluding your teaching time. (See ** below) **Do not combine your teaching time and your attendance time as they are distinct types of credit and are recorded differently.**

What Does Not Qualify

- Undergraduate college and pre-J.D. law school teaching will not qualify for CLE credit in NH.
- Any presentations you make where there are no written materials for those who attend. The printed text of a speech does not qualify as CLE written materials. (See Reg. 53.5)
- Judging moot court.

When You Have to Apply for Credit

If you teach at a program that is: 1) not pre-approved by the NHMCLE Board or 2) where the audience was composed primarily of non-lawyers, you must submit the written materials with the Attorney Credit Application, Form 1 in advance of filing your Certificate of Compliance.

Determining Credits

If you teach a course for 30 minutes or less, you may claim one-half hour of teaching X 3 = 1.5 teaching credits

If you teach a course for more than 30 minutes but less than 60, you may claim a full hour of teaching; 1 hr teaching X 3 = 3 teaching credits.

Number of hour(s) of teaching _____ X 3 = Teaching credits to list in Section 5 of Certificate

Where teaching is done in tandem or by panel, the teaching time must be divided equally or in proportion to each teacher's speaking time, whichever is appropriate.

Ethics

If you teach an ethics component of a program, that time would also be multiplied.

****To determine credits for a combination of teaching and attending a CLE program, complete the following:**

A. List number of hours you attended CLE program _____

B. Subtract actual number of hour(s) of teaching time - _____

C. The result is program attendance credits = _____

Number of hour(s) of teaching _____ X 3 = _____

FROM LINE B
