

CLE Information

CLE – Continuing Legal Education (attorney credits)

The application, application fee and submission procedures vary for each state. If you are interested in providing CLE credits for attorneys, please answer number 10 on the info sheet. I will provide you with your state's requirements and your sponsor obligations.

Note: Some states do not have a mandatory requirement program for attorneys.

* I submit the packet of information to your State Bar. Documents to include: accreditation application, application fee (if required), timed agenda, speakers bio, table of contents of course textbooks (Wrightslaw: Special Education Law, 2nd Edition, Wrightslaw: From Emotions to Advocacy, 2nd Edition, Wrightslaw: All About IEPs), a copy of your Wrightslaw conference page and or flyer, and a notification of approval from a previous Wrightslaw conference held in your state. If there is an application fee, Harbor House Law Press, Inc. will pay the fee when the application is submitted. This fee will be added to your conference final summary.

* I specify on my cover letter that the notification of approval be sent to my office, but most times the approval notice is received by the sponsor by snail mail, email or fax. If this happens, please forward a copy to me. Once the approval is received, I will revise your conference page to reflect the amount of credits.

* The fee you charge the attorney is up to you. You want to encourage attorneys to attend, so the average cost to the attorney ranges from \$25 to \$75. Collecting the monies through your online registration website is fine. You may want to offer the CLEs on registration day to pick up some stragglers/mind changers.

Note:

- 1. All marketing materials, to include your website, need to state pending or anticipated until approved.**
- 2. I would encourage providing a certificate of attendance for all attendees.**

FAQ's

1. "I am an attorney in Florida and would like to receive credit for attending the upcoming conference in Georgia. Is this possible?"

Answer: Generally yes, State Bars do reciprocate. Individuals must contact their State Bar and also verify documents needed to secure the credits. Timed agenda, brochure, speaker's bio, and certificate of attendance are the most common requested documents.

I can help with the out of state attorneys requests for documentation.

If you have questions, please do not hesitate to contact me.

Debra Pratt
877-529-4332

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