



The State of New Hampshire  
Supreme Court  
**MINIMUM CONTINUING LEGAL EDUCATION BOARD**

NHMCLE Board • 2 Pillsbury Street, Suite 300, Concord, NH 03301-3502 • (603) 224-6942 • www.nhbar.org

\*\*\*\*\***READ AND SAVE THIS INFORMATION**\*\*\*\*\*

**--REVIEW THE REVERSE SIDE OF YOUR CERTIFICATE--**

**Your 2009 Certificate of Compliance**

**CLE Terminology**

**July 1 through June 30 Each Year is the CLE Compliance Period.**

**Annual Requirement:** a minimum of 12 hours of NHMCLE-approved CLE credit, at least 2 of which are ethics/professionalism and 10 general. Six of the 12 credits must be in "live" programming.

**"Live" CLE Credits** are granted for NHMCLE-approved programs with open admission (not in-office) where lawyers may ask questions contemporaneously of the faculty in person, by telephone, email or fax.

**"Carry Back Credits"** are subtracted from your 2009 credits. They reflect the number of credits you needed to complete your 2008 compliance that came from courses completed in the 2009 compliance period. Any remaining credit from those courses goes toward your 2009 compliance.

**"Carry Forward Credits"** reflect the number of credits completed in 2008 in excess of the requirements and were applied to the 2009 compliance period. The maximum carry forward credits limited by SC Rule 53 are 2 ethics and 10 general for a total of 12 credits of which 6 may be nonlive.

**Accessing Your Online CLE Record**

**Contact Lee Jones at 603-715-3222 if you have questions and do not have access to the internet. Those with internet access should email questions to: [MCLE@nhbar.org](mailto:MCLE@nhbar.org).**

**Please share this information with the person who assists you with your CLE Compliance.**

You must take action on all CLE programs within 30 days of completion so that they appear in your online record. It is your responsibility to follow the procedures below to be sure your record is up to date and correct. Save this web address for assistance throughout the compliance year:  
**[www.nhbar.org/nhmcle](http://www.nhbar.org/nhmcle).**

You may review your online record at any time. It is designed to be used ONLY with Internet Explorer on a PC, not on a Macintosh computer. Before you look for your record, you should refresh your browser so it does not revert to an old view.

See the reverse side if you know how to access your record.

**If you have never used the FOR MEMBERS area of the NHBA website and do not know your username and password, send an email to [login@nhbar.org](mailto:login@nhbar.org) and indicate "member login" in the subject field. A response will be sent after verifying your member status.**

**Find Your Online Record by logging into the FOR MEMBERS area on the left side of the home page located at: [www.nhbar.org](http://www.nhbar.org).** Select NHMCLE Attorney Records from the list. When you are in CLE Compliance Management, your name will appear under Compliance Status. This shows your credits in relation to the requirement; it is NOT the total number of credits you have earned. Select the word "Attendance" at the top of the page to see your individual course details and total credits earned at the bottom of each credit column type. For each program, add together the credits listed under Ethics and General for the total credits. You may review additional general information about the courses by clicking on the course title.

**- Continued on reverse side -**

## Your Certificate of Compliance, page 2

### **Requesting Corrections to Your Online Record**

You may request revisions to credit hours listed online by clicking on “?” next to the course title, explaining the problem in the email that is automatically generated and submitting it to the NHMCLE Office. The email already contains the course information. **You cannot add new courses to your online record.** Follow the process outlined below depending on the type of sponsor.

**No credits for courses completed after June 30<sup>th</sup> will be posted to your record until after the close of the compliance filing period in October.**

**If you cannot access the internet to make corrections,** please send a copy of your Certificate and include a letter of explanation about the credit/course changes needed to the address on the report before October 1, 2009.

### **Application Process: Types of Sponsors & Credit—When You Have to Apply**

**Annual Sponsor Programs:** The list of Annual Sponsors is available for review at the website: [www.nhbar.org/nhmcle](http://www.nhbar.org/nhmcle). If you completed a course that does not appear in your record and was presented by an Annual Sponsor, contact the sponsor to request that your attendance be reported directly to NHMCLE. Review your online CLE record in the next few weeks to assure the course has been posted correctly, if it occurred before June 30, 2009. Request that the sponsor send you a copy of the certificate of attendance for the program if you do not have one for your records. **All course listings are subject to audit, and you are required to keep your attendance records for 2 years following compliance.** In the future, request that your attendance be reported whenever you attend Annual Sponsor programs, then check your online record in 30 days to be sure the course is correctly listed.

**Non-Annual Sponsor Programs:** If you completed a course from a non-Annual Sponsor that did not submit its course to NHMCLE for approval, submit an Attorney Credit Application Form (with required attachments listed in #17) for each course you wish to claim. The application is available at the web address below. If it took place more than 30 days ago, please send in the application immediately. **In the future, submit all applications within 30 days of course completion.**

**Teaching credit** may be claimed only for programs that have been presented by an Annual Sponsor or approved individually for CLE credit. Review the worksheet online at the web address at the bottom of the page. Submit an Attorney Credit Application Form only if the course has not already been approved for credit. If you qualify for Teaching credit for a course that already appears in your record, submit an email request to update your credits by clicking “?” next to the title in your online record. You will need to provide the length of time of your presentation and the length of time you attended the program, separate from your teaching presentation. Teaching credit is non-live credit.

**Publication credit** may be claimed for presentation or authorship of articles for a legal, not a general, audience in the compliance year in which they are published. This non-live type of credit is not granted for the creation of CLE materials. Download the worksheet online at the web address below and submit the completed form by mail to update your online record. Please submit an Attorney Credit Application Form with it, listing the name of publication as the sponsor.

**Get Forms/Answers to NHMCLE Questions at: [www.nhbar.org/nhmcle](http://www.nhbar.org/nhmcle)**

If you have questions about accreditation or the CLE requirement, please visit the NHMCLE SC Rule 53 section of the website by selecting the address above. No password is necessary to review the general information. Those without an internet connection may contact Lee Jones at 603-715-3222.