

## CONTINUING LEGAL EDUCATION FAQ 's

1. The Annual CLE Requirement for Kentucky attorneys is 12.0 total credits, of which at least 2.0 must be ethics.
2. The educational year begins July 1 and ends June 30. The deadline to **complete** attendance is the June 30 following July 1.
3. The deadline to **timely report** attendance is the August 10 immediately following the June 30 end of the year. Attendance reports received after August 10 must be accompanied by a \$50.00 late fee for each report. The **absolute deadline** to late report attendance from the prior educational year is June 30 of the current educational year.
4. Credits in excess of the minimum annual CLE requirement will carry-forward to the next educational year, up to a maximum of 24, including up to 4 ethics credits. Carry-forward credits will reflect in the beginning balance for the next educational year and will count toward the minimum CLE requirement.
5. Kentucky uses a sixty-minute credit hour. Credits are granted in quarter-hour increments.
6. **All** CLE forms can be found on the website, [www.kybar.org](http://www.kybar.org), under the 'CLE' tab or
7. <https://www.kybar.org/page/Copyofcleforms>.
8. The attendance form for both live programs and non-live technologically transmitted programs (online, DVD, CD, video and audio format) is **Form 3**, Certificate of Attendance. Credit for preparation for teaching and/or preparing written material for a CLE program is also reported on **Form 3**.
9. Members may claim unlimited non-live technologically transmitted credits each educational year (online, DVD, CD, video and audio format).
10. You can view your online CLE transcript at: <https://www.kybar.org/login.aspx?returl=>.
11. CLE program information:
  1. Go to [www.kybar.org](http://www.kybar.org); place cursor over 'CLE' tab; see drop down menu; click on 'CLE Programs' or go to <https://www.kybar.org/page/accreditedprograms>. Search from **CLE Events** (live & technological programs); **Teleseminars** (live programs); **KBA Multi-Program DVD Sets** or **Individual Program DVD's** (technological programs); **KBA Online Catalog** (technological programs); and **Other Providers** (live & technological programs).
12. The application for program accreditation is **Form 1**. The following items are needed to apply for accreditation:
  1. Form 1 - completed;
  2. Application fee:
    - i. \$20.00 if a KBA member is applying for accreditation before or after the program;
    - ii. \$20.00 if a sponsor is applying for accreditation and the program is 2 hours in length or less; \$50.00 if a sponsor is applying for accreditation and the program is longer than 2 hours in length (if the sponsor application is received less than 30 days in advance of program, the fee is doubled to \$40.00 or \$100 respectively);
  3. Time-specific agenda or outline;
  4. Short bios of the presenters.
13. Members may claim up to 2.0 credits per educational year for approved public speaking or public service (**Form 4**).
14. Members may claim up to 6.00 credits per educational year for legal writing (**Form 2**).
15. Temporary Hardship Exemption: An attorney may be granted a temporary hardship exemption for one educational year based upon showing "undue hardship by reason of disability, sickness, or other clearly mitigating circumstances." Typically, this exemption is granted upon medical-related reasons (suffered by the applicant or applicant's family member; supporting documentation is required) or active military service. See **Form 7**.
16. Permanent Hardship Exemption: Hardship circumstances are the same, but the disability is permanent in nature (almost exclusively medical-related). Documentation required. See **Form 7**.
17. Hardship Extension of Time: Granted to members who can show "hardship or other good cause clearly warranting relief." Documentation required. Usually medical-related. Must apply for extension by September 10 following the June 30 end of year. See **Form 8**.
18. Non-Hardship Extension of Time (NHTE): Granted if members cannot show cause for a Hardship Extension, must apply for extension by September 10 following the June 30 end of year; pay a filing fee ranging from \$250-\$500; submit a plan which includes a KBA accredited program to cure the deficiency; complete and report make-up credits by September 10. See **Form 8**.
19. Supreme Court Rules pertaining to CLE begin at SCR 3.600, and go through SCR 3.695.  
<http://www.kybar.org/page/clerules>
20. Important KBA CLE Event: **KENTUCKY LAW UPDATE** - Held each fall at nine locations throughout Kentucky. See <https://www.kybar.org/page/klu>.