



CLE WRITTEN MATERIALS GUIDELINES

Unless prior authorization has been provided by Senior Meetings Manager Pang Moua, each program is required to submit written materials relating to their program for continuing legal education (CLE) accreditation. One of the primary reasons for attendance at the NAPABA Convention is to earn CLE credits. Programs that do not comply with the following guidelines may result in no CLE credit or cancellation of the program. Additionally, programs that do not provide CLE credit may have fewer attendees than accredited programs.

NAPABA will apply for CLE credit on behalf of all programs; however, each program must prepare and supply NAPABA with the required written materials. CLE materials do not have to be lengthy, but they should be thorough, high-quality, readable, carefully written, and be legal in nature. CLE materials are meant to be a take-away that attendees can reference once back in the office should they have any questions about the CLE program.

Written materials will be published on the NAPABA website and accessible to NAPABA Convention attendees and the general public.

Substance Guidelines

NAPABA complies with Virginia's course material rules as they are one of the most difficult jurisdictions for which to obtain CLE accreditation. To comply with Virginia's course material rules:

- Materials should be hand-prepared by at least one person on your CLE program and demonstrate that you took in active role in the development of the materials.
- Materials should be prepared or compiled specifically for the CLE program and should demonstrate that the program focus was on a recognizable legal topic.
- Materials should be sufficient in substance and citation and stand alone as an instruction tool that can serve as a general resource after the conclusion of the CLE program.
- Materials should be timely or reflect that they have been updated with specific reference to the CLE program.
- Use of copyrighted materials is permitted, but only with proper certification that permission has been granted by the copyright holder.

The use of a PowerPoint presentation will normally fulfill the written materials requirement so long as the PowerPoint fulfills the above bullet points and can serve as a take-away for attendees.

Specialty Credit

Ethics Credit If you are seeking ethics credit for your program, please also provide the rules of professional conduct or codes of professional responsibility, such as the [ABA Model Rules of Professional Conduct](#), along with your written materials.

Elimination of Bias Credit If you are seeking an elimination of bias credit for your program, you will need to provide a statement on how your program qualifies for credit.

Please note that the following are not sufficient as written materials:

- Mere topical outlines without citations or explanatory notations. PowerPoint presentations that are in a simple outline format will not suffice as the sole written materials, although they can make good adjunct materials.
- Panel agendas
- Copies of cases, statutes, or regulations (or similar documents – e.g., oral argument transcripts, party or amicus briefs, etc.) without customized materials (i.e., some kind of substantive analysis from speakers of the program). *However*, a brief statement about why these cases, statutes, regulations, and articles are being submitted *will fulfill* the requirement for acceptable materials. The statement does not have to be lengthy (can be 1-2 sentences) and address why these items are being referenced or presented.
- Bibliographies or a list of other reference materials, such as Internet sites, standing alone.
- Hypotheticals without other course materials. *However*, hypotheticals with resolutions are generally acceptable if they are pertinent to the program topic.

Format Guidelines

- Materials must include a cover page. NAPABA will provide a cover page template for you to fill out.
- Materials must be in PDF format and combined in one single PDF file. Please refrain from submitting several PDF files that are out of order. If you are unable to submit one single, combined PDF file, please label your materials in number order.

Submission Guidelines

The deadline to submit written materials is **Tuesday, September 15 at 5 p.m. ET**. Failure to submit written materials by the CLE deadline may result in no CLE credit or cancellation of the program.

- Completed materials must be in PDF format and combined in one single PDF file, or if unable to submit in one single PDF file, labeled in number order.
- Completed materials must be submitted to Elana Clements at cle@napaba.org by the deadline above.