

CONTINUING LEGAL EDUCATION FAQ SHEET

1. The Annual Requirement for Kentucky attorneys is 12.5 total credits, of which at least 2.0 must be ethics.
2. The educational year runs from July 1 to June 30.
3. The deadline to **complete** attendance is the June 30 following July 1.
4. The deadline to **timely report** attendance is the August 10 following the June 30 end of the year. Therefore, the reporting deadline for the July 1, 2009-June 30, 2010 educational year is August 10, 2010. Any attendance reports received after August 10 must be accompanied by a \$50.00 late fee.
5. The **absolute deadline** to report attendance from the prior educational year is June 30 of the current educational year. Therefore, the absolute deadline to report attendance from the 2009-2010 educational year is June 30, 2011 (the late fee as explained above still applies).
6. Members may carry-forward up to 2 years' worth of CLE (25 total credits, of which 4 may be ethics).
7. Kentucky is on a sixty-minute hour (note that some states measure credits or hours as 50 minutes). Kentucky accredits in quarter-hour increments.
8. **All** CLE forms can be found on the website, www.kybar.org, under the "CLE" option. <http://www.kybar.org/115>
9. The attendance form for both live and technologically transmitted credit (online, video, audio) is **Form 3**, Uniform Certificate of Attendance (same as a scan card).
10. Credit for preparation for teaching at a CLE is also reported on **Form 3**.
11. The application for program accreditation form is **Form 1**.
12. **Four** things needed to apply for accreditation:
 1. **Form 1**---completed;
 2. Correct fee;
 - i. \$20.00 if a member is applying for accreditation;
 - ii. \$20.00 if a sponsor, and program is 2 hrs or less;
 - iii. \$50.00 if a sponsor, and program is more than 2 hrs;
 - iv. If sponsor applies less than 30 days in advance of program, fee is doubled (*never* doubled for members, **fee is always \$20.00 for KBA members**);
 3. Time-specific agenda or outline; and
 4. Short bios of the presenters.
13. Members may only claim up to 6.0 hours of technologically transmitted credits per educational year (combination of online, video, audio). This 6.0 cap also applies to the **combination** of tech credits **plus** in-house programs.
14. Members may claim up to 2.0 credits for an approved public speaking or public service each educational year (**Form 4**).

15. Members may claim up to 6.00 credits per educational year for legal writing ([Form 2](#)).
16. Temporary Hardship Exemption: An attorney may be granted a temporary hardship exemption for one educational year based upon showing “undue hardship by reason of age, disability, sickness, financial condition, 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](#).
17. Permanent Hardship Exemption: Grounds are the same, but the disability is permanent in nature (almost exclusively medical-related). Documentation required. See [Form 7](#).
18. Hardship Extension of Time: Granted to members who can show “hardship or other good cause clearly warranting relief.” Documentation required. Again, usually medical-related, and must apply for extension by September 10 following the June 30 end of year. See [Form 8](#).
19. Non-Hardship Extension of Time (NHTE): Granted if members cannot show cause for Hardship Extension if member pays \$250, has not had NHTE in prior two (2) educational years or sanctioned by Court in same period. Must: 1) Apply for extension, 2) pay the \$250 fee, 3) complete credits, AND 4) report credits by September 10. See [Form 8](#).
20. Where you can find information about CLE programming:
 1. From KBA website, www.kybar.org; float over “CLE”; see drop-down menu; look for following choice: “[CLE Programs](#).” Click to expand menu for more choices—“CLE Live Programs” and “CLE Technological Programs.”
 2. Every issue of [Bench & Bar](#);
 3. Contact regional law schools and bar associations to determine if they are sponsoring any upcoming programming.
21. You can check your CLE record online at the KBA website. Follow the instructions on how to log in. <http://www.kybar.org/28>
22. Supreme Court Rules pertaining to CLE begin at SCR 3.600, and go through SCR 3.690. <http://www.kybar.org/118>
23. Important KBA CLE Events:
 1. Kentucky Law Update. Every fall. Link to all 2012 dates: <http://www.kybar.org/186>