

## GUIDELINE FOR CREDITED COURSES

I. What are considered CLE/CEU credits? How will we determine acceptable credits?

1. A **certificate of Completion or Attendance** listing the credited hours/units – either of these certificates are the most important and will be accepted as priority. The ABA Rules and Regulations require **6 hours** or units every two years. (Example: Exam taken in 2006 – add 2 years – hours are due in 2008 – next due date is 2010 – and so on . . . )

II. If there is no certificate with hours or units on it, the following is needed:

1. The **course(s)** information – any and all descriptions of the course(s) are needed.

2. The **instructor(s)**, and any and all information on the instructor(s), and their credentials for teaching. (For example: Attorneys or judges definitely qualify as instructors.)

3. Description and information on the course. Information on the program, college, or who is giving the course. We must review credentials of onsite training. What are their credentials for giving the course? Are they accredited? Are they certified?

4. Finally, most of the courses or programs will provide the above information when you register for them.

III. What are the qualifications of an accredited provider offering training?

The courses taken do not necessarily have to be **law related**. They can also be: grammar, any writing course, motivational courses, ethics, management, general studies from college or university, and other courses. Listed below are examples of providers that may qualify.

1. Courses offered by the ABA at its Annual Conference, include instructors who are judges or attorneys or qualified instructors. We must review the description of the course(s) and the qualifications of instructor(s) to verify they are accredited.

2. Accredited providers, such as the ABA, ABI, CLA, NALA, colleges or universities, and seminar groups, such as National Seminar Group and Skillpath, Internet and/or educational luncheons.

3. Any approved distance learning provider has to be reviewed by the ABA.

4. If an organization is a career college or vocational school, it may be eligible. (Should be accredited, and we will review it.)

5. Some state organizations provide academic and administrative functions related to credit recommendations.

The ABA must maintain its high standard and accreditation to offer training; therefore, we must review the description of the course(s) and the instructor(s) with credentials. Any and all information, including the Certificates of Completion or Attendance and CBA Attendance Form must be faxed to AnnVirgadamo at 504-589-7813 or emailed to [Ann\\_Virgadamo@laeb.uscourts.gov](mailto:Ann_Virgadamo@laeb.uscourts.gov) . (rev'd 2009)