

GUIDELINES FOR CBA CREDITS

I. What are considered CLE/CEU credits?

1. **A Certificate of Completion or Attendance** from the Agency who is giving the seminar are the most important and will be accepted. The credited hours/units will be on either of these certificates.
2. The ABA Rules and Regulations (detailed information is in the rules) 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.)
3. How to keep track of CLE/CEU credits?

The CBA is **required** and **must** keep track of their own credits. The CBA Committee will keep the original records. Once the attendee passes the exam, as stated in the rules, they have 2 years from the date of the exam to acquire **6 hours of credits**. Here is a formula to use when adding your credit hours.

Exam taken: 10/2007 + 2(years) = 10/2009 (due date)

Once you get your credited hours, you can add two years to that due date:

10/2009 + 2(years) = 10/2011 (due date)

II. What are the qualifications of an accredited provider or provider offering training? How the credits are determined as acceptable.

The courses taken do not necessarily have to be law related. Other courses can be: grammar, any writing course, motivational courses, ethics, management, general studies from college or university, and many 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 should be eligible.
5. Some state organizations provide academic and administrative functions related to credit recommendations.

6. Courts and private organizations may have internal training and should have qualified instructors.

III. The following information and/or documents, or as much as can be provided, is required to be sent to Ann Virgadamo.

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

Most conferences, or seminars, or other entities will provide a program, including the agenda, short descriptions of courses, instructor bios, and other mentioned information, above, upon registration.

2. The **instructor(s)**, and as much information on the instructor(s), and their credentials, such as a short biography of them on what they teach. For example, Attorneys or judges definitely qualify as instructors. The ABA has a right to ask or inquire if they have the proper credentials to teach. For example, they may have taught a particular course for several years but do not have a teacher's certificate. In that case, experience is acceptable. All instructors should have a college degree.

3. **Companies** who offer training – We need a short description and basic information on the course(s). Information on the program, such as the agenda or who is giving the course. What are their credentials for giving the course? Are they accredited? Are they certified?

4. The ABA requires the CBAs to complete the **CBA Certificate of Attendance Form**, which is self-explanatory. (This form is on the ABA website: www.abja.org.)

All of the above documents must be reviewed by the Chair of the CBA Committee before it is accepted. 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 Ann Virgadamo at 504-589-7813 or emailed to Ann_Virgadamo@laeb.uscourts.gov.