

## **How does my Lawyer Chapter apply for CLE Credit?**

CLE Credits are a great way to attract new members to an ACS Lawyer Chapter event as well as encourage and incentivize programming attendance for busy ACS lawyers!

There are two ways to apply for CLE Credit: (1) a sponsoring law firm, law school, or association applies for CLE credit, or (2) ACS National applies for CLE credit.

ACS National strongly encourages Lawyer Chapters to apply for CLE credit through the first avenue identified above, where the sponsoring law firm, law school, or other association organizing the Lawyer Chapter event applies for CLE credit.

ACS National recommends that a local sponsoring organization apply for and manage the CLE process. Local organizations in your state often times have more experience with the state-specific CLE application process, including filing deadlines, and are often authorized providers, so they have a less complicated task than a group trying to get one event certified and may not have to pay a fee for a specific event. In the event that there is a CLE fee and the applying organization is not able to cover it, funding may be available through ACS National.

An application of CLE credit generally requires the basic information about an event, including the name, date, description, location, identified panelists of the event, as well as a copy of the materials, if any, that will be distributed to the participants.

If a Lawyer Chapter would like assistance from ACS National with the CLE application process, the second avenue identified above, please contact Christopher Lin, Assistant Director of Lawyer Chapters at [clin@acslaw.org](mailto:clin@acslaw.org) as early as possible.