

**MINIMUM CONTINUING LEGAL EDUCATION (CLE)**

**CERTIFICATE OF COMPLIANCE**

*Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bar ID:\_\_\_\_\_\_\_\_\_\_*

A minimum of twelve (12) CLE hours, including one hour of Ethics, is required for annual renewal of your membership in the Paralegal Division. **ALL Division-sponsored and non-Division-sponsored CLE courses that comply with the MCLE Guidelines should be included in this form.** Please keep certificates of attendance for non-Division sponsored CLEs together with this form for submission with your annual renewal. You do not need a certificate for Division-sponsored CLE courses (the sign-in sheets for Division-sponsored CLEs are kept by the CLE Tracking Committee for proof of attendance in the event of an audit of your records) but you must still list them below. NOTE: If you have a problem meeting the CLE requirement for a particular renewal period or have questions regarding whether a particular CLE complies with the MCLE Guidelines, please submit a written explanatory statement/inquiry to the CLE Tracking Committee at pd-CLEcredits@sbnm.org. An extension may be granted if you are unable to meet your MCLE requirement due to extenuating circumstances.

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| **Date of CLE**  | **Sponsored By**  | **Title of Program**  | **Pro Bono** | **Self-Study** | **General Hours**  | **Ethics** **Hours**  |
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| ------------------- | -------------------------------- | TOTAL HOURS FROM CONTINUATION SHEET (if applicable)  |  |  |   |   |
|  |  | CARRY OVER CREDITS FROM PREVIOUS YEAR\* |  |  |  |  |
| ------------------- |  ------------------- = ----------------- | *TOTAL* **HOURS** *FOR PERIOD*  |  |  |   |   |

*\** You may carry over a maximum of twelve (12) hours including one hour of ethics from the previous year, excluding pro bono and self-study hours. Pro bono and self-study hours are limited to 5 each per year.

IF NECESSARY PLEASE CONTINUE TO NEXT PAGE. IF NOT. PLEASE SIGN CERTIFICATION AND DATE AT THE BOTTOM OF NEXT PAGE.

*Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bar ID:\_\_\_\_\_\_\_\_\_*

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| **Date of CLE**  | **Sponsored By**  | **Title of Program**  | **Pro Bono** | **Self-Study** | **General Hours**  | **Ethics** **Hours**  |
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| -------------------  | ----------------- --  | *Total hours for page 2 entries—add this # to page 1 for a combined total* |  |  |   |   |

I certify that the information contained in this Certificate of Compliance is true and accurate. Further, I certify that I attended each hour of the General CLE and Ethics programs identified in this Certificate of Compliance and have attached my certificates of attendance for non-Division sponsored CLEs. My CLE hours for the renewal period beginning on January 1, 20\_\_\_ and ending December 31, 20\_\_\_\_ total \_\_\_\_\_\_\_\_\_\_ hours (a minimum of 12), including at least one hour of Ethics.

 Signature of Member Date Signed