

## Dear Paralegal Division Member:

On September 17, 2022, the Board approved the following changes to the Division's minimum continuing legal education (MCLE) tracking requirements and procedures **to take effect on January 1, 2023**. The Board also recently revised the Division [Standing Rules](#) to include these and other changes.

### Revision to MCLE Procedures for Annual Renewal Qualification

Effective January 1, 2023, the CLE Tracking Committee will no longer accept individual CLE submissions throughout the year for approval. Members will be required to track their own MCLE credits to qualify for annual membership renewal. For your convenience in tracking your own credits, a certificate of compliance form is provided that will assist you when submitting proof of compliance with your annual membership renewal beginning with the 2024 renewal cycle. The CLE Tracking Committee will retain the responsibility of responding to members' inquiries regarding qualification of CLE programs; however, it is ultimately your responsibility to become familiar with the MCLE Guidelines and to ensure that the CLE programs for which you are claiming credit are substantive programs that comply with those guidelines. The CLE Tracking Committee will perform audits of members' submissions to ensure compliance.

For 2022 MCLE compliance for your 2023 renewal (beginning in November), you will be able to access on the Division web page your approved CLE submissions for 2022 together with your total CLEs, including excess credits to begin your self-reporting in 2023.

For 2023 MCLE compliance, those tracking tables will no longer be available. Your certificate of compliance form will be your form of tracking ALL Division-sponsored and non-Division-sponsored courses that comply with the MCLE guidelines and will be required for your 2024 renewal. Certificates of attendance must be attached to the certificate of compliance for non-Division-sponsored CLE courses. Division-sponsored CLE courses do not require a certificate of attendance but must be listed on the certificate of compliance (sign-in sheets for Division-sponsored courses are kept by the CLE Tracking Committee for proof of attendance in the event of an audit of your CLE records). Update the form on an ongoing basis as you earn your credits throughout the year and keep it together with applicable certificates of attendance. You may still carry over a maximum of 12 hours of excess credits, including 1 hour of ethics, exclusive of pro bono and self-study credits, that can be included on the form.

Attached are the revised MCLE Guidelines and the certificate of compliance form for you to begin using on January 1, 2023.

***The CLE Tracking and Membership Committees urge you to submit your CLE credits for this year as soon as possible to avoid last minute compliance issues.*** If you have any questions regarding the new procedures, please direct them in writing to either committee at [pd-CLEcredits@sbnm.org](mailto:pd-CLEcredits@sbnm.org) or [pd-membership@sbnm.org](mailto:pd-membership@sbnm.org).

*The Membership and CLE Tracking Committees*

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