

INSTRUCTIONS BY STATE

Each attorney seeking MCLE credit must complete a separate form for each state for which credit is sought.

STATE	INSTRUCTIONS FOR INDIVIDUALS TO FOLLOW PER STATE
ALABAMA 60 MINUTE STATE	Alabama Bar members must complete the Uniform Certificate of Attendance and turn it in at the end of class.
ARIZONA 60 MINUTE STATE	Arizona Bar members must complete the Uniform Certificate of Attendance and submit it directly to the state of Arizona.
ARKANSAS 60 MINUTE STATE	Arkansas Bar members must complete the Uniform Certificate of Attendance and turn it in at the end of class.
CALIFORNIA 60 MINUTE STATE	The attorney must keep the Certificate of Attendance for four years and produce as evidence of completion of the course in the event of an audit by the State Bar of California. Please do not leave it with the D.C. Bar.
COLORADO 50 MINUTE STATE	Attorney keeps the Colorado Certificate of Attendance for their records to support the submission to the Colorado Bar. Please do not leave it with the D.C. Bar.
CONNECTICUT 60 MINUTE STATE	Attorney submits the Connecticut Information packet directly to the Connecticut Bar.
DELAWARE 60 MINUTE STATE	Delaware Bar members must complete the Delaware Certificate of Attendance and turn it into the D.C. Bar at the end of class.
FLORIDA 50 MINUTE STATE	Attorney submits the Florida Information packet directly to the Florida Bar.
HAWAII 60 MINUTE STATE	Attorney submits the Hawaii Information packet directly to the Hawaii Bar.

GEORGIA 60 MINUTE STATE	Georgia Bar members must complete the Georgia Certificate of Attendance and turn it into the D.C. Bar at the end of class.
IDAHO 60 MINUTE STATE	Idaho Bar members must complete the Idaho Certificate of Attendance and turn it into the D.C. Bar at the end of class.
ILLINOIS 60 MINUTE STATE	Illinois Bar members must sign the Illinois Sign-In Sheet and complete the Illinois Certificate of Attendance and turn it into the D.C. Bar at the end of class.
INDIANA 60 MINUTE STATE	Indiana Bar members must complete the Indiana Certificate of Attendance and turn it into the D.C. Bar at the end of class.
IOWA 60 MINUTE STATE	Iowa Bar members should sign the Iowa sign-in sheet and take a copy of the Uniform Certificate of Attendance for your records (use the information on the form when completing your annual CLE certification for Iowa.)
KANSAS 50 MINUTE STATE	Kansas Attorney completes two (2) Notices of Accreditation. Please mail one directly to the Kansas Commission on CLE to register credit and turn the other Certificate into the D.C. Bar at the end of the class.
KENTUCKY 60 MINUTE STATE	Kentucky attorneys must pick up the Kentucky information packet, complete the forms in that packet and mail them directly to the Kentucky Bar along with the required accreditation fee noted on the form in the packet.
LOUISIANA 60 MINUTE STATE	Louisiana Bar members must complete the Louisiana Certificate of Attendance and turn it into the D.C. Bar at the end of class.
MAINE 60 MINUTE STATE	Maine Attorney completes Uniform Certificate of Attendance and turns it into the D.C. Bar at the end of class.

MINNESOTA 60 MINUTE STATE	Minnesota attorneys must sign the Minnesota sign-in sheet . The D.C. Bar will keep this sheet as a record of Minnesota attendance. Minnesota attorneys should also take a Uniform Certificate of Attendance for their records and use this information to add the course to their record after a course number has been posted online by Minnesota (approximately two weeks after the course completion date).
MISSISSIPPI 60 MINUTE STATE	Mississippi Bar members must complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of class.
MISSOURI 50 MINUTE STATE	Attorney keeps the Uniform Certificate of Attendance for their records to support the annual Missouri report of compliance.
MONTANA 60 MINUTE STATE	Attorneys may use the Uniform Certificate of Attendance to submit a request for credit to Montana.
NEBRASKA 60 MINUTE STATE	Nebraska Bar members must pick up a Nebraska information packet for submission to the Nebraska Bar.
NEVADA 60 MINUTE STATE	Nevada Attorney completes Uniform Certificate of Attendance and turns it into the D.C. Bar at the end of class.
NEW HAMPSHIRE 60 MINUTE STATE	All D.C. Bar CLE courses meet the New Hampshire Minimum CLE requirements. Effective July 1, 2014, New Hampshire attorneys should take the New Hampshire Certificate of Attendance to use the information provided on the form when reporting compliance to New Hampshire.
NEW JERSEY 50 MINUTE STATE	New Jersey attorneys must complete a New Jersey certificate of attendance and turn the form into the D.C. Bar at the end of the class.
NEW MEXICO 60 MINUTE STATE	New Mexico Attorney completes New Mexico Certificate of Attendance and turn it into the D.C. Bar at the end of class.
NEW YORK 50 MINUTE STATE	New York attorneys must complete the New York attendance form and turn it into the D.C. Bar at the end of the class.

NORTH CAROLINA 60 MINUTE STATE	North Carolina attorneys must complete the North Carolina Certificate of Attendance and turn it into the D. C. Bar at the end of class.
NORTH DAKOTA 60 MINUTE STATE	North Dakota attorneys must complete the Uniform Certificate of Attendance turn it into the D.C. Bar at the end of class.
OHIO 60 MINUTE STATE	Ohio Bar members must complete the Ohio Certificate of Attendance and turn it into the D.C. Bar at the end of class.
OKLAHOMA 50 MINUTE STATE	Oklahoma Bar members must complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of class.
OREGON 60 MINUTE STATE	Oregon attorneys should complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of class.
PENNSYLVANIA 60 MINUTE STATE	All those seeking credits in Pennsylvania must complete the Pennsylvania CLE Request Form and turn it into the D.C. Bar at the end of the class.
RHODE ISLAND 50 MINUTE STATE	Rhode Island attorneys must complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of class.
SOUTH CAROLINA 60 MINUTE STATE	South Carolina attorneys must complete the South Carolina Certificate of Attendance and turn it into the D.C. Bar at the end of class.
TENNESSEE 60 MINUTE STATE	Tennessee Bar members must complete the Tennessee Certificate of Attendance and turn it into the D.C. Bar at the end of class.
TEXAS 60 MINUTE STATE	Texas attorneys should either (1) certify/report MCLE attendance online at www.texasbar.com using the information provided on the Texas Certificate of Attendance that <u>must be picked up at the course</u> or (2) complete the Texas Certificate of Attendance and turn it into the D.C. Bar at the end of the class.
UTAH 60 MINUTE STATE	Utah attorneys must complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of the class.

VERMONT 60 MINUTE STATE	Vermont attorneys should complete the Uniform Certificate of Attendance and turn it into the D.C. Bar at the end of the class.
VIRGINIA 60 MINUTE STATE	Virginia attorneys should sign the Sign-In Sheet and take the Virginia Certification of Attendance (Form 2) to report their MCLE attendance online at www.vsb.org . <u>Do Not Leave the Certification of Attendance (Form 2) with the D.C. Bar.</u>
WASHINGTON STATE 60 MINUTE STATE	Washington State bar members must complete the Washington State Certificate of Attendance and turn it into the D.C. Bar at the end of class.
WEST VIRGINIA 50 MINUTE STATE	West Virginia bar members must complete the West Virginia Certificate of Attendance and turn it in at the end of class.
WISCONSIN 50 MINUTE STATE	Wisconsin Bar members must take a Uniform Certificate of Attendance to calculate and register their credits online at https://clereporting.wicourts.gov/session/new .
WYOMING 60 MINUTE STATE	Wyoming attorneys must sign the Wyoming sign-in sheet . The D.C. Bar CLE Office then submits course accreditation documents to Wyoming. Wyoming will send certification documents to the CLE Office within ten days. After we have received course approval, we will complete the Application for CLE Credit and mail it to you.