

**INSTRUCTIONS FOR CLE ATTENDANCE REPORTING AT  
IADC 2015 Trial Academy**

<b>State</b>	<b>Attorney Reporting Method</b>
<b>Alabama</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send completed Certificate to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported online by IADC staff.
<b>Alaska</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to Alaska Bar Association or IADC; only keep it for your records to mark on your compliance report.
<b>Arizona</b>	Attorneys report their own annual affidavit online; keep the IADC Certificate of Attendance for your records.
<b>Arkansas</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send completed Certificate to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the Arkansas CLE Board.
<b>California</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to State Bar of California or IADC; only keep it for your records to mark on your compliance report.
<b>Colorado</b>	Since the activity is held outside of Colorado, report your hours attended on the form Affidavit provided to you by the Colorado CLE Board.
<b>Connecticut</b>	No MCLE
<b>Delaware</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send completed Certificate to Melisa Maisel (mmaisel@iadclaw.org). Your attendance will be reported online by IADC staff.
<b>District of Columbia</b>	No MCLE
<b>Florida</b>	Upon accreditation of a CLE activity, the IADC will email you the activity number required to post credit online. Go to <a href="http://www.flabar.org">www.flabar.org</a> for more information about posting credits online in Florida.
<b>Georgia</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send completed Certificate to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>Hawaii</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the Hawaii State Board of CLE. Also keep a copy for your records to mark on your attorney registration statement.
<b>Idaho</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the Idaho State Bar.
<b>Illinois</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will pay a fee for your attendance at the end of the quarter. Keep a copy of the Certificate of Attendance for your records to mark on your compliance report.
<b>Indiana</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the Indiana State Bar.

**\*ALWAYS KEEP A COPY OF THE CERTIFICATE OF ATTENDANCE FOR YOUR  
RECORDS IN CASE OF AUDIT**

<b>Iowa</b>	You can record your attendance online at <a href="https://www.iacourtcommissions.org/icc/">https://www.iacourtcommissions.org/icc/</a> ; the IADC will send you the necessary activity number upon approval.
<b>Kansas</b>	After the CLE activity is approved, the IADC will email you an Affidavit that you can submit directly to the Kansas MCLE Commission; please forward a copy of your completed Affidavit or IADC Certificate of Attendance to Melisa Maisel ( <a href="mailto:mmaisel@iadclaw.org">mmaisel@iadclaw.org</a> ) at IADC per Kansas regulations.
<b>Kentucky</b>	After the CLE activity is approved, the IADC will email you a course number you can submit with your IADC Certificate of Attendance directly to the Kentucky MCLE Commission; please forward a copy of your completed IADC Certificate of Attendance to Melisa Maisel ( <a href="mailto:mmaisel@iadclaw.org">mmaisel@iadclaw.org</a> ) per Kentucky regulations.
<b>Louisiana</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel ( <a href="mailto:mmaisel@iadclaw.org">mmaisel@iadclaw.org</a> ) within 30 days. Your attendance will be reported online by IADC staff.
<b>Maine</b>	After the CLE activity, submit your completed IADC Certificate of Attendance directly to the Maine Overseers of the Bar.
<b>Maryland</b>	No MCLE
<b>Massachusetts</b>	No MCLE
<b>Michigan</b>	No MCLE
<b>Minnesota</b>	You may record your credits online at <a href="https://www.mbcle.state.mn.us/OASIS/asp_login/login_attorney.aspx">https://www.mbcle.state.mn.us/OASIS/asp_login/login_attorney.aspx</a> , or you may continue to report attendance on a paper affidavit. Do not send the state any certificates or affidavits if you file your credits online. The IADC will send you the event code necessary to report online once the program is approved.
<b>Mississippi</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to Mississippi MCLE Commission or IADC; only keep it for your records to mark on your compliance report.
<b>Missouri</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to Missouri MCLE Commission or IADC; only keep it for your records to mark on your compliance report.
<b>Montana</b>	Since the activity is held outside of Montana, the IADC will email you the approval notice from another state to submit with your Certificate of Attendance to the CLE Commission with your annual compliance report, per Montana's reciprocity policy.
<b>Nebraska</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel ( <a href="mailto:mmaisel@iadclaw.org">mmaisel@iadclaw.org</a> ) within 30 days. Your attendance will be reported online by IADC staff.
<b>Nevada</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel ( <a href="mailto:mmaisel@iadclaw.org">mmaisel@iadclaw.org</a> ) within 30 days. The IADC will report your hours to the Nevada CLE Board.
<b>New Hampshire</b>	Attorneys report their own attendance online; keep the IADC Certificate of Attendance for your records.
<b>New Jersey</b>	Keep track of your CLE hours attended using the IADC Certificate of Attendance. The IADC will send you the approval notice from another state (under New Jersey's reciprocity policy); keep that document and your Certificate of Attendance for your records and to record on your compliance report.

**\*ALWAYS KEEP A COPY OF THE CERTIFICATE OF ATTENDANCE FOR YOUR RECORDS IN CASE OF AUDIT**

<b>New Mexico</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the New Mexico MCLE Board.
<b>New York</b>	Since the activity is held outside of New York, the IADC will send you the approval notice from another state (under New York's Approved Jurisdiction Policy); keep that document and your Certificate of Attendance for your records and to record on your compliance report.
<b>North Carolina</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the North Carolina State Bar.
<b>North Dakota</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to North Dakota CLE Commission or IADC; only keep it for your records to mark on your compliance report.
<b>Ohio</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>Oklahoma</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>Oregon</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>Pennsylvania</b>	Upon approval, the IADC will send you a Pennsylvania CLE Credit Request Form; follow the instructions for submitting this form along with the applicable fees.
<b>Rhode Island</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff. Please also keep a copy for your records to mark on your compliance report for the Rhode Island MCLE Commission.
<b>South Carolina</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the South Carolina MCLE Commission.
<b>South Dakota</b>	No MCLE
<b>Tennessee</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported online by IADC staff.
<b>Texas</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported online by IADC staff.
<b>Utah</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. The IADC will report your hours to the Utah MCLE Commission.
<b>Vermont</b>	Keep track of your CLE hours attended using the Certificate of Attendance provided by the IADC. You do not need to submit the Certificate to the Vermont MCLE Commission or IADC; only keep it for your records to mark on your compliance report.
<b>Virginia</b>	After the CLE activity is approved, the IADC will send you a Virginia Certification form. You may then report your credit online at <a href="http://www.vsb.org">www.vsb.org</a> .

**\*ALWAYS KEEP A COPY OF THE CERTIFICATE OF ATTENDANCE FOR YOUR RECORDS IN CASE OF AUDIT**

<b>Washington</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>West Virginia</b>	After the CLE activity, fill out the Certificate of Attendance provided by the IADC and send to Melisa Maisel (mmaisel@iadclaw.org) within 30 days. Your attendance will be reported electronically by IADC staff.
<b>Wisconsin</b>	After the CLE activity is approved, the IADC will send notification of approval. You can then enter your hours online with the myCLE Tracker available at <a href="http://www.wisbar.org">www.wisbar.org</a> .
<b>Wyoming</b>	Wyoming does not accept applications for CLE accreditation from sponsors (IADC); therefore, please visit <a href="http://www.wyomingbar.org">www.wyomingbar.org</a> for more information on how to apply and claim credit.
<b>INTERNATIONAL JURISDICTIONS</b>	
<b>Canada - British Columbia</b>	The IADC is an approved provider in British Columbia. You can keep the Certificate of Attendance for your records and update your member record online.
<b>Canada - New Brunswick</b>	After the CLE activity, submit your completed IADC Certificate of Attendance to the Law Society of New Brunswick via fax, email or mail.
<b>Canada – Ontario</b>	After the CPD activity is approved, the IADC will send notification of approval via email. You can then enter your hours online through the LSUC portal available at <a href="https://portal.lsuc.on.ca/wps/portal/custom_login_en">https://portal.lsuc.on.ca/wps/portal/custom_login_en</a> .
<b>Canada - Quebec</b>	Based on Quebec's reciprocity policy, you can claim credit as approved through British Columbia. Keep the Certificate of Attendance for your records and update your member record online.
<b>England/Wales</b>	As of November 1, 2014 the Solicitors' Regulation Authority of England and Wales ceased to recognize accredited training. They have moved to a new educational approach that involves ensuring that solicitors comply with Principle 5 in the SRA's Code of Conduct to provide a proper standard of service. Please find more information at <a href="http://www.sra.org.uk/">http://www.sra.org.uk/</a> .

**\*ALWAYS KEEP A COPY OF THE CERTIFICATE OF ATTENDANCE FOR YOUR RECORDS IN CASE OF AUDIT**