

State of Nevada  
Board of Continuing Legal Education

HARRIET E. CUMMINGS  
CHAIR

BRENT T. ADAMS  
VICTOR G. DRAKULICH  
JENNY D. HUBACH  
BRIDGET ROBB PECK  
BRYAN K. SCOTT  
JASON P. STOFFEL

457 Court St., 2nd Floor  
Reno, NV 89501  
(775) 329-4443

TONI SAROCKA  
EXECUTIVE DIRECTOR

FAX  
(775) 329-4291  
E-MAIL  
nevadacleboard  
@sbcglobal.net  
WEBSITE  
nvcleboard.org

RE: Mandatory Continuing Legal Education

Dear New Admittee to the Bar:

Nevada attorneys are required to complete 12 (two of which must be in legal ethics) hours of continuing legal education per calendar year and pay an annual fee. We are the regulating/reporting agency for your continuing legal education (CLE). Our office tracks and approves your mandatory continuing legal education. Supreme Court Rules 205-215 and CLE Board Regulations can be found on our website at [www.nvcleboard.org](http://www.nvcleboard.org). We are **NOT** part of the State Bar of Nevada.

As a 2011 admittee, your CLE requirement will begin in January, 2013. If you take any programs in 2012, they will carry forward to 2013.

I have enclosed the most frequently asked questions. Hopefully, this will help you understand how our office works. If at any time you have additional questions or concerns, please feel free to contact us.

Sincerely,

Toni Sarocka  
Executive Director

enc.

## MOST FREQUENTLY ASKED QUESTIONS

### 1. How many CLE credits do I need to earn each year?

Active attorneys are required to earn twelve (12) credit hours each calendar year, ten (10) general credits, and two (2) ethics credits. You may carry forward a maximum of twenty (20) general credits and four (4) ethics credits that are in excess of the required number of credits in a calendar year. Extra ethics credits (more than two) may be used to satisfy the general credit requirement. You may not use excess general credits to satisfy the ethics requirement.

Members who are inactive or over 70 years of age are not obligated to fulfill a CLE requirement.

### 2. What is the requirement for newly admitted attorneys?

Newly admitted attorneys are exempt from the above CLE requirement for the remainder of the calendar year in which they are admitted, and for the next full calendar year. Instead of earning CLE credits, a newly admitted attorney must participate in a program entitled, "TIPS" through the State Bar of Nevada. Please contact them with questions (1-800-254-2797).

If you were admitted in a different calendar year than when you passed the Bar, please contact the Nevada CLE Board as your length of exemption may change.

### 3. How do I report my CLE credits.

Nevada is an attendance verification state. All credits must be submitted to the CLE board by either the attorney or sponsor of the program. Courses should be submitted within sixty (60) days of the date of the program. Board form 2 (Application for Course Approval) should be used for this purpose. If the documentation is not submitted timely, it could be rejected.

It is the responsibility of the attorney to report CLE credits to other states where they are licensed.

### 4. What is the deadline for earning CLE credits?

The CLE requirement runs from January 1<sup>st</sup> to December 31<sup>st</sup>. All credits for this period must be completed by December 31<sup>st</sup>.

### 5. What if I don't have my CLE hours completed in time?

If you believe you will not have your CLE requirement met by December 31, you may go on our website, or call our office for specific instructions on how to obtain an extension. A written request must be made to the Board, accompanied by an extension fee. The Board may deny requests for extensions if the member has a history of late compliance. Extensions are granted only until March 1. Attorneys who do not complete their CLE requirement and do not ask for an extension will be subject to late fees as well as other fees and penalties.

### 6. How do I find out how many CLE credits I currently have?

In October of each year, the Nevada CLE Board mails out a courtesy notice to all members of the Bar. In mid January of the following year, the Board will mail to each active member a Compliance Report (form 6) reflecting credits earned from the previous year. If you need an update on your CLE credits, you can contact the Nevada CLE Board and they will be happy to send you a transcript.

7. Does Nevada compute CLE hours on a fifty-minute or a sixty-minute hour?

Nevada uses a sixty-minute hour. Some states use a fifty-minute hour. If taking a course based on a fifty-minute hour, you will receive less hours in Nevada. Nevada rounds down to the nearest ½ hour.

8. Can I get credit for self-study CLE?

Yes. Nevada Bar members may earn all of their credit hours through self-study. It is advisable to check with the Board to determine whether a program has been approved.

Self-study courses are stale dated three (3) years from the original production date. You may not earn credit for attending the live program and then listening to the taped version at a later date.

9. Can I get credit for teaching a CLE course?

Yes. Up to three (3) credits may be allocated for preparation time for each one (1) hour of instruction. Example: If you teach two hours of a six hour class, and attend the remaining four hours, you can claim two hours of teaching time, a maximum of six hours for preparation and four hours of attendance time. Board form 5 should be used for this purpose.

10. What is the difference between the State Bar of Nevada CLE department and the Nevada CLE Board?

The State Bar of Nevada CLE department is a provider of continuing legal education programs. The Nevada CLE Board is the reporting/regulating agency for tracking the compliance of active Nevada attorneys. The Nevada CLE Board approves the courses which can fulfill the yearly requirement.

Nevada Board of Continuing Legal Education  
457 Court St., 2<sup>nd</sup> Fl.  
Reno, NV 89501  
Phone: (775) 329-4443  
Fax: (775) 329-4291  
Email: [nevadacleboard@sbcglobal.net](mailto:nevadacleboard@sbcglobal.net)

11. How do I change my address?

Go to our website [www.nvcleboard.org](http://www.nvcleboard.org). Go to forms and information tab. Form 10. Email, mail, or fax to us.

We understand in this age of technology you have many ways of sending information. Please choose only one method (email, mail, fax) as we have to process each piece of correspondence as if it were new. Sending the same information numerous ways slows down the working of our office.