

**TEXAS BOARD OF LEGAL SPECIALIZATION
ATTORNEY & LEGAL ASSISTANT
CERTIFICATE OF CLE ATTENDANCE**

P.O. Box 12487, Austin, Texas 78711-2487 ✦ 1-800-204-2222 ext.1454 ✦ 512-453-7266 ✦ Fax 512-453-7220

This form is intended to assist both attorneys and legal assistants in maintaining and complying with TBLS certification CLE requirements. Please read all instructions thoroughly before completing this form.

INSTRUCTIONS

- A. **COMPLETE & RETURN** if you meet any one of these categories:
1. Certified attorney; or
 2. Attorney certification applicant with a current pending application for specialty certification; or
 3. Certified legal assistant; or
 4. Legal assistant with a current pending application for specialty certification. Both TBLS certified legal assistants and applicants must retain proof by providing documentation of CLE, (including validation and required signatures).
 5. If MCLE has not approved this course for CLE credit and you are a certified attorney or legal assistant. (This will be your only record; no MCLE attendance forms will be provided.)
- B. **DO NOT RETURN** to TBLS if you are **NOT** certified or currently applying to become certified. However, if you are considering future application, please complete and retain this form for your individual records until such time your application for specialty certification is submitted to TBLS. Unless scantron cards from the MCLE department are available and you have a state bar card number, these attendance forms provide the only record of an applicant's CLE credits.

SEMINAR INFORMATION

Please fill in the necessary information about the seminar or course (please record "session hours" as the actual number of seminar hours you attended, excluding time for lunch and breaks). Be sure to obtain validation via the signature of the sponsor. It is advisable to keep a copy of this form for you records.

SEMINAR TITLE: "Contract Law" On-line Seminar

COURSE #: _____ DATE OF EVENT: N/A SESSION HOUR (S): 10 LOCATION: N/A

SPECIALTY AREA APPROVAL: Civil Trial Law

Attendee Name (please print): _____ MID #: _____ TBLS file #: _____

Mailing Address: _____

Daytime phone #: _____ Attendee Signature: _____

VALIDATION OF ATTENDANCE

Name of seminar sponsor: _____

Signature of sponsor: _____

Date: _____

(See reverse side for more information)

CONTINUING LEGAL EDUCATION INFORMATION

The Texas Board of Legal Specialization (TBLS) certifies both attorneys and legal assistants in specialty areas of law. The following is a brief description of this process.

TBLS requires attorneys and legal assistants who are certified or seeking certification to meet a specific number of CLE hours. TBLS reviews all continuing legal education (CLE) **INDEPENDENTLY** from the Minimum Continuing Legal Education (MCLE) Department of the State Bar of Texas. MCLE approval of a course does not insure TBLS approval. TBLS prefers to review courses for approval prior to the actual date of the event. A course sponsor (or any individual certified attorney and/or legal assistant) may request TBLS approval by mailing or faxing course information such as the brochure, or outline. The course will be reviewed, and the sponsor and/or individual will be notified of the course's approval status. Courses must be of an advanced nature in order to qualify for TBLS approval. Computer courses, office management courses, or basic skill courses are usually not approved.

The number of credit hours for a course is determined upon TBLS approval. Participation hours are calculated using a 60-minute hour. This does not include the time given for meals or breaks.

As continuing legal education sponsors, it would be helpful to have this form available at all your seminars for two reasons:

1. For legal assistants who may attend and do not have a membership identification number to fill out the MCLE attendance card.
2. For board certified attorneys who wish to receive specialization credit for a seminar TBLS has approved and MCLE has **REJECTED**.

*Remember MCLE and TBLS approve courses separately.

TBLS CERTIFICATION CLE REQUIREMENT

Legal Assistants

Certification applicants must complete 30 hours of CLE in the specialty area, within the three years immediately preceding application through December 31 of the year of application. Of the 30 hours of CLE, 10 hours may be self-study in the specialty area.

Attorneys

Certification applicants must complete 60 hours of CLE in the specialty area within the three years immediately preceding application through December 31 of the year of application. Certification applicants may not receive credit for more than 30 hours of CLE in a calendar year. Applicants are allowed 5 hours of self-study credit during each calendar year. All self-study must be in the specialty area.

TBLS RECERTIFICATION CLE REQUIREMENT

Legal Assistants

Recertification applicants must complete 75 hours of CLE in the specialty area by December 31 of each 5th year of certification. Recertification applicants may not receive credit for more than 30 hours of CLE in a calendar year. Recertification applicants are allowed 5 hours of self-study credit during each calendar year. All self-study must be in the specialty area.

Attorneys

Recertification applicants must complete 100 hours of CLE in the specialty area by December 31 of each 5th year of certification. Recertification applicants may not receive credit for more than 30 hours of CLE in a calendar year. Applicants are allowed 5 hours of self-study credit during each calendar year. All self-study must be in the specialty area.

If you have any questions, please feel free to contact TBLS at 1-800-204-2222 ext. 1454
Or 512-453-7266.

ATTENDANCE FORM ON REVERSE SIDE