

Every MCLE/CPE Program Needs:

1. Timed Agenda
2. Speaker Bios
3. Course Materials for each individual session
4. Final list of verified attendees that met duration and secondary participation for at least one session (Or for whole program if is a single session)

Time Agenda

The Timed Agenda should include the following information:

- Title of the program
- Date of the program
- Program description of total program
- Session descriptions for each session of multi-session program
- Start and end time of each session for multi-session program
- Start and end time of total program for single session program
- **Learning objectives for each session that offers specialty CLE credit or NASBA CPE credit**
- Speakers and their credentials (title, company) for each session
- Format (Live In-Person, Live Webinar, Live Moderated Webinar, On Demand, Virtual Event)
- Estimated CLE/CPE credit hours
- Price of the program
- Website – **with CLE/CPE statement language**
- In-person location

Speaker Bios

3-4 sentences that provide the speaker's name, current title, current company, their practice area and expertise, education and degrees. Please also include the current city and state of residence for each speaker.

Course Materials

Course materials that satisfy MCLE requirements are substantive in nature and have some level of analysis. If a person were to reference these materials a year from now would that person derive the basic knowledge provided in the presentation from these materials?

- Powerpoint slides that are only bullet points and pictures typically do not qualify.
- Examples of things that do qualify on their own include:
 - original papers written by a panelist, powerpoint/prezi/google slides that have substance and depth

- previously printed papers with copyright permission along with an outline referencing the current program presentation
- hypotheticals paired with rules and answers

- outlines referencing the current program presentation paired with scholarly journal articles
- detailed outlines typically longer than 10 pages
- case law articles or draft legislation as reference **with** an outline or analysis,
- a combination of these bullets together

If you are not sure your course materials will qualify for CLE credit, feel free to ask!

Verified Attendee List – EBA will track and submit this