



Accreditation Standards

for approval of continuing legal education activities.

Rule 8-106 (B) Accreditation Standards: The Commission shall approve continuing legal education activities consistent with the following standards:

- (1) They shall have significant intellectual or practical content, and the primary objective shall be to increase the participant's professional competence as a lawyer.

Primary Objective Test. The primary objective of CLE shall be to increase the attendee's professional competence as a lawyer. Worthwhile professional activities which have other primary objectives are encouraged, but do not meet the accreditation standards for CLE credit. Bar meetings, service on committees, jury duty and client development or marketing seminars are examples of activities which do not meet the primary objective test.

- (2) They shall constitute an organized program of learning dealing with matters directly related to the practice of law, professional responsibility or ethical obligations of lawyers.
- (3) Credit may be given for continuing education activities where (a) live instruction is used or (b) mechanically or electronically recorded or reproduced materials is used if a qualified instructor is available to comment and answer questions.
- (4) Continuing legal education materials are to be prepared, and activities conducted by an individual or group qualified by practical or academic experience in a setting physically suitable to the educational activity of the program.
- (5) Thorough, high quality and carefully prepared written materials should be distributed to all attendees at or before the time the course is presented. It is recognized that written materials are not suitable or readily available for some type of subjects; the absence of written materials for distribution, should, however, be the exception and not the rule.

Annual CLE Requirement for active attorneys in Georgia

12 CLE Hours including

- 1 ethics hour
- 1 professionalism hour
- 3 trial hours (for trial attorneys in Superior or State Courts of Georgia)

Legal Ethics. Legal ethics refers to the mandatory standards set by the Georgia Rules of Professional Conduct. Ethics programming instructs attorneys on requirements of the rules, provides attorneys with resources to avoid violations and helps attorneys understand how the rules protect the public.

Professionalism. <http://cicpga.org/professionalism-cle-guidelines/>

Trial CLE. A trial practice CLE activity is one exclusively limited to one or more of the following subjects: evidence, civil practice and procedure, criminal practice and procedure, ethics and professionalism in litigation, or trial advocacy.

Computation Formula. CLE hours shall be computed by the following formula:

$$\frac{\text{Sum of minutes of actual instruction}}{60} = \text{CLE hours (round down to the nearest half hour)}$$

Actual Instruction. Only legal education shall be included in computing the total hours of actual instruction. The following shall not be included: (a) introductory remarks, (b) breaks, (c) business meetings, (d) questions and answer sessions at a ratio in excess of 10 minutes per CLE hour, (e) programs of less than 60 minutes in length.

Teaching. For their contribution to the legal profession, attorneys may earn credit for non-paid teaching in an approved continuing legal education activity. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of three (3) credits for each hour of presentation. Repeat presentations qualify for one-half of the credits available for the initial presentation. A speaker may elect to split the teaching credit with another attorney who, under the speaker's supervision, prepares the written materials. If the intended speaker prepares the written materials and cannot speak due to health problems, emergency or required court appearance, the teaching credit will be split between the speaker and the substituted speaker at the request of either. Should neither make such request, the credit will be given to the actual speaker.

Organizer. The chairperson who organizes an approved CLE activity and who does not make a formal oral presentation therein shall qualify for CLE credit as if he or she had made a one-hour presentation. If co-chairpersons are involved, the credit shall be divided on the basis of each attorneys' contribution. An attorney requesting this type of credit should pay, or arrange for the sponsor to pay, the normal attendee fee.

Lawyer Wellness. Wellness and mental health issues, including stress, anxiety, substance abuse, depression and suicide, materially affect lawyers' competency to practice law and their lives. CLE credit as required under Rule 8-104(A) is available for seminars on these and similar quality of life and law practice topics. To receive CLE credit these wellness topics must be discussed in the context of the legal profession and the effects on the quality of the legal services the lawyer is able to provide. Presentations approved may include stress management in the context of work/life balance in the practice of law, signs of substance abuse or mental health issues in oneself or a colleague within the legal community, lawyer assistance programs and other topics that are focused on the impact of substance abuse, mental health issues or stress management on lawyers and judges. CLE credit will not be given to presentations which solely focus on personal stress reduction techniques such as breathing exercises, meditation and yoga. In addition, professionalism CLE credit is available when these topics are presented in a professionalism program approved by the Chief Justice's Commission on Professionalism.

ADR CLE. CLE activities which train attorneys in the generally accepted processes of alternative dispute resolution are consistent with Accreditation Standards 1 and 2 where such programs meet the other criteria set forth herein.

Practice Management CLE. (CLE activities relating to the development and management of a law practice including client relations) Practice Management CLE includes, but is not limited to, those activities which (1) teach lawyers how to organize and manage their law practices so as to promote the efficient, economical and competent delivery of legal services; and (2) teach lawyers how to create and maintain good client relations consistent with existing ethical and professional guidelines so as to eliminate malpractice claims and bar grievances while improving service to the client and the public image of the profession. Practice Management CLE is consistent with Accreditation Standards 1 and 2 where such programs meet the other criteria set forth herein.

Sponsor Records. In addition to the required attendance records, sponsors are encouraged, though not required, to solicit written evaluations of each sponsored program from its attendees and to maintain for at least two years after the program all such evaluations received, both for the sponsor's benefit and for furnishing to the Commission upon its request. A sponsor's policy either to solicit and maintain such evaluations or not to do so may be considered by the Commission as a factor bearing on the sponsor's accreditation.

Written Materials. Qualifying written materials shall specifically address each of the topics of the seminar. These materials must be prepared by the speaker (or someone acting under his or her direct supervision) and shall be distributed to all attendees at or before the time the seminar is held. There are essentially three rationales for these requirements. First, they ensure speaker organization and preparation. Second, they alleviate the need for attendees to take notes and allow them to concentrate on the oral presentations. Finally, they provide a valuable reference tool for the attendees after they leave the seminar.

Examples of written materials which alone would not qualify include, but are not limited to, the following: topical outlines; topical outlines with case citations; copies of statutes or cases; copies of leases, contracts, wills and other legal instruments (unless accompanied by qualifying explanatory

text); hornbooks (unless speaker prepared and on point); casebooks; subsequently prepared transcripts.

The quality of oral presentations and the overall educational value of these seminar will not excuse the written materials accreditation requirement.

It is recognized that on rare occasions, or for unique topics, preparation of written materials may not be possible or appropriate. Thus, for example, where the particular law which is the topic of a seminar changes dramatically immediately before the seminar is given, the prepared materials may be rendered obsolete. Likewise, written materials may not always be suitable for a clinical program on oral advocacy. In these exceptional circumstances, the requirements of this regulation may not apply.