



## **Statement of General CLE Policies**

### **CLE Accreditation**

The CBA accredits the vast majority of its programs for CLE in Ohio, Kentucky, Indiana and Pennsylvania. However, due to variations in CLE rules across jurisdictions, CLE credit may not be available for all of these states for every program. The amount and type of credit available for a specific program will be published on the promotional material and/or on the CBA website for that program. At the attendee's request, the CBA will provide documentation for self-reporting to other jurisdictions.

It is the CBA's policy to comply with the above stated jurisdictions' deadlines for the submission of CLE applications. The filing of untimely applications reflects poorly on the CBA and has the potential to negatively impact the CBA's status as an established CLE sponsor. Therefore, it is the CBA's policy not to file late applications for CLE credit.

### **Live CLE Program Pricing**

Registration fees for live CBA CLE programs shall be based on the following minimum pricing established by the CBA Board of Trustees effective January 2008:

CBA Members: \$35/credit hour

Non-Members: \$50/credit hour

For seminars involving extraordinary expenses such as speaker honorariums, speaker travel, or meals other than continental breakfast, the registration fee for the seminar shall be adjusted upwards if no sponsorship exists to underwrite the additional expense.

Registrations fees for specific programs will be as published by the CBA via its website or printed promotional material. Pro-rated fees and complimentary fees for auditing a program without claiming CLE credit are not available.

### **Special Pricing for Live CLE**

The following discounts are approved as exceptions to the CBA's regular CLE program pricing:

#### CLE Season Passes

12-Hour Pass: \$270 (\$22.50 per credit hour)

6-Hour Pass: \$156 (\$26 per credit hour)

*Available for purchase for a limited time each bar year by CBA members only.*

CBA Young-Lawyer Member: \$15 for No Brown Bag CLEs

CBA New-Lawyer Member: Starting at \$15/hour

CBA Law-Student Member:

- Full-Day/\$50
- Half-Day/\$25
- Less than Three Hours/Free

Non-Attorney Support Staff: 50% off the applicable member or non-member attorney registration fee

Complimentary Registration: Members of the program faculty and planning committee for a particular program are invited to attend that program at no cost.

CBA Committee CLE Offer: Once per bar year, each CBA committee may offer one one-hour CLE program in place of its regular committee meeting. Members of the committee may earn one hour of CLE credit for \$10 or may opt to attend at no cost if they do not wish to claim credit.

*The CLE Director shall retain the discretion to extend discounted pricing or complimentary registration to specific individuals in special circumstances. For example, an invitation for discounted or complimentary registration may be made on occasion to contributing members of the CBA or to members of board level committees.*

### **Self-Study CLE**

The CBA offers self-study CLE programming through collaboration with the Ohio Metropolitan Bar Association Consortium. Pricing for self-study programs is set by agreement of members of the consortium in consultation with a third-party provider.

### **Cancellations/Refunds**

The CBA's default cancellation policy is as follows:

Cancellations received by noon the business day prior to the seminar will be refunded less a \$25 cancellation fee. Individuals who cancel after this time, or who are no-shows, will receive course materials in lieu of a refund.

The CBA's policy for cancellations and refunds for a specific program will be stated on the promotional material for the program. Where such language differs from the CBA's default cancellation policy, the policy stated on the promotional material is controlling.

*The CLE Director and the CBA CLE staff shall retain the discretion to permit individual exceptions to the cancellation/refund policy in special circumstances such as illness or family emergency. Such discretion includes the authority to transfer an individual to another program without penalty.*

### **Substitutions**

The CBA will generally allow the substitution of one attendee for another at any time and without penalty.

*Approved by the CBA Board of Trustees on January 25, 2012; Revised to include CLE Season Pass Discounts approved by CBA Board of Trustees on December 18, 2013.*