

CLE CETC

Instructions for receiving CLE Credit – Comprehensive Ethics Training Course (CETC)

Course Code: ETH0905



To receive two **Continuing Legal Education (CLE)** credits for attending the **Comprehensive Ethics Training Course (CETC)**, please carefully review and follow the instructions below:

1. Attendance Requirement

You must attend the course **in its entirety** to be eligible for CLE credit.

2. Submission of Required Documentation

To obtain **New York State CLE credit**, you must:

- Complete, sign (electronic signatures are accepted), and return all required forms in full.
- Submit the completed documents to the **COELIG Education Team** at COELIGEducation@ethics.ny.gov **within 3–5 business days** of the course date. Your participation will be verified by the course provider before credit is granted.

3. Required Documents

CLE rules mandate that the following items must be submitted upon completion of the course:

1. **CLE Evaluation Form (pg.2):** Completion and return of the evaluation form is required to issue CLE credit.
2. **Attorney Affirmation Form (pg. 3):** During the presentation, two codewords will be displayed. These codewords must be entered on the affirmation form to verify your participation.

4. File Format & Naming

Please save your completed documents as a PDF, using the following naming format: Last Name, First Name, MM-DD-YY (the date that you attended the CLE course)

Example: Smith Jane, 01-01-25.pdf

Important: Before submission to the Education Team, please ensure you **save a copy of your completed CLE Evaluation and Attorney Affirmation (PDF format)** for your records.

CLE Course Evaluation

New York State

Commission on Ethics and Lobbying in Government

540 Broadway | Albany, NY 12207

518.474.1382

COELIGEducation@ethics.ny.gov



COURSE: Comprehensive Ethics Training Course

PRESENTED BY:

- **Attorneys:** Meghann Hennigan, Theresa Wells
- **Training Staff:** Tami Cannon, Becky Carrozza, Brionna Neal

SPONSOR: New York State Commission on Ethics and Lobbying in Government

DATE: _____

	Excellent	Good	Fair	Poor
Program Content				
Instructor Quality				
Written Materials				
Facility				
Technology				

Comments:

Attendee Name (Optional) _____

Attendee Agency (Optional) _____

Attendee Phone Number (Optional) _____



Attorney Affirmation

New York CLE Credit for Nontraditional Format Course

To obtain New York CLE credit, please complete and sign this form and then submit it to the CLE provider. Your participation must be verified by the provider.

Experienced New York attorneys (attorneys who have been admitted to the New York Bar for more than two years) may earn CLE credit through nontraditional formats. Newly admitted attorneys (attorneys who have been admitted to the New York Bar for two years or less) should confirm that the format is permissible for the category of credit.

New York attorneys should retain a copy of this affirmation.

I, (attorney name) , acknowledge receipt of the course materials for the CLE accredited Comprehensive Ethics Training Course.

I certify that I have listened to and/or viewed the above course in its entirety. Therefore, I request that I be awarded the applicable number of New York CLE credits for this course.

Format (check one)

Webconference	CD	Video File	Live Broadcast
Teleconference	DVD	Online Audio	Other (please describe)
Videoconference	Audio File	Online Video	

Course Code

During the course or program you will see and/or hear two (2) CLE codes. Please enter the codes in the below field. If you do not include both course codes, you will not be awarded New York CLE credit.

Course Codes:

Code 1:

Code 2:

Name of CLE Provider:

Commission on Ethics and Lobbying in Government (COELIG)

Attorney Signature:

Date of completion of CLE course (New York attorneys earn CLE credit as of the date they complete a CLE course)