

## CLE Attendance Verification Procedure for Zoom Events: Course Codes & Attorney Affirmation

1. During preregistration, and again at the beginning of the event, inform attendees that for New York CLE attendance verification purposes, any course codes announced during the program must be recorded on an affirmation form distributed by you or available on the CLE Board website at:

[http://ww2.nycourts.gov/attorneys/cle/affirmation\\_sample.pdf](http://ww2.nycourts.gov/attorneys/cle/affirmation_sample.pdf)

- \* *Do not inform attendees of the number of codes that will be announced. You should not state, "One course code will be announced." You should simply state: "Please record all attendance verification codes announced during the program."*
2. Create the course code(s). For example, for a program on environmental law, you can use random words such as "plastic" and "green" OR the codes can be alphanumeric strings such as "GRN948" and "8PLA7". Please keep a record of the course code(s) for each program.
  3. You or your presenter(s) must announce the course code(s) during the program.
    - \* *There should be at least one code for every 50 minutes of instruction. You should not announce the code(s) at the very beginning or end of a program. For example, for a 50-minute program, announce the course code at the 40-45 minute mark.*
  4. Attendees who wish to receive CLE credit must record the course code(s) on an affirmation form and send (email is fine) the completed form to you.
  5. After the event, please review the completed affirmation forms carefully to verify the accuracy of the code(s).
  6. Download a Zoom "usage" report for the event. Using the Zoom report as a starting point, please create a spreadsheet with the following fields: attendee name, email address, log-in time, log-out time, and a field for each course code with an indicator of whether or not the attendee reported the correct code.
  7. After the event, please send me the following items:
    - the completed spreadsheet described in #6
    - the original Zoom usage report
    - copies of all completed and returned affirmation forms
    - copies of all completed and returned evaluation forms
    - a final timed agenda, noting any changes in times, speakers, written materials, biographies, etc.
    - copies of all promotional materials created for the event (emails, websites, banners, etc.).