

# Chair/Speaker Request for GEORGIA MANDATORY CLE HOURS

**CREDITS WILL NOT BE SUBMITTED WITHOUT THIS FORM.  
MUST BE RETURNED WITHIN 30 DAYS OF SEMINAR.**

*ICLE wishes to ensure that seminar chairpersons and speakers receive all of the credit to which they are entitled. In addition to hours of attendance at seminars in which they participate, chairpersons and speakers are granted additional CLE hours for organizing the seminar and/or for each major portion of presentation.*

Based on the information provided on this form, ICLE will calculate and report CLE hours to the State Bar of Georgia's MCLE Department and will pay all MCLE fees for participants. (In accordance with State Bar Rule 8-106. Hours and Accreditation)

Please complete Section I and check the applicable box(es) in Section II.  
**Selections in both Sections are required and essential to accurately assess hours earned.**  
*Incomplete forms will not be processed.*

ATTORNEY NAME: \_\_\_\_\_ GEORGIA BAR NUMBER: \_\_\_\_\_

SEMINAR TITLE: \_\_\_\_\_ SEMINAR DATE: \_\_\_\_\_

## SECTION I. CHECK ONE:

- I attended the entire seminar.
- I did not attend the entire seminar. My times of attendance are listed below. \*

| DATE(S) ATTENDED: | TIME(S) ARRIVED: | TIME(S) DEPARTED: |
|-------------------|------------------|-------------------|
| 1. _____          | _____            | _____             |
| 2. _____          | _____            | _____             |
| 3. _____          | _____            | _____             |

\* Please designate daily ARRIVAL and DEPARTURE times as opposed to total hours attended.  
ICLE is unable to report credit for partial attendance without this information.

## SECTION II. CHECK APPLICABLE:

**NOTE:** Extra CLE credit will **not** be given if a selection is not made below.

- I should receive 3 extra CLE hours for chairing/co-chairing the program. *(Does not apply to session moderators.)*
- I should receive 1.5 extra CLE hours for preparing substantive written materials and presenting for 30-44 minutes.
- I should receive 2 extra CLE hours for preparing substantive written materials and presenting for 45-59 minutes.
- I should receive 3 extra CLE hours for preparing substantive written materials and presenting for 60 mins or more.
- I should receive 1 extra CLE hour for speaking without preparing substantive written materials.
- I have satisfied and/or I am exempt from the yearly MCLE requirement and do not need any hours reported.

**EMAIL TO:** [jaredh@gabar.org](mailto:jaredh@gabar.org)

*Submissions will be sent a confirmation of receipt. Speaker forms require 7-10 business days for processing.*

If you have questions about this form, please contact Jared Haralson, ICLE's Assistant Director of Operations at [jaredh@gabar.org](mailto:jaredh@gabar.org).

**CLE status reports and hours can be checked at the State Bar's website: [www.gabar.org](http://www.gabar.org)**