

HOW TO USE CD'S FOR C.L.E. CREDIT. (Self Study & Participatory) CA

1. Replacement charge for lost forms \$10.
 2. IN A HURRY? Order by FedEx. We ship same day. If you order after 3:00 pm, however, there is a \$15 Extended Hrs Fee (what they charge us.) All other orders shipped PRIORITY MAIL SAME DAY.

SELF STUDY: 13 Hrs Max. Do in CAR, OFFICE ANYWHERE. Self Verify .
PARTICIPATORY STUDY: 13 Hrs. DO WITH ANOTHER ADULT IN A QUIET PLACE. THE OTHER PERSON VERIFY'S THE STUDENT.

CD's cannot be given away to a non-registrant in order that the non-registrant can void payment, hoping, against all hope, he can pass his CLE audit. Every registrant must pay his own way and receive his own AUDIT CONTROL # for CLE AUDITS. UNG CANNOT CERTIFY NON-REGISTRANTS .

26Hr CD's

Step #1 Self Study
S. S.
 1 CD = 1 HR

SELF STUDY : THIS IS HOW IT'S DONE

SELF STUDY CREDIT (HALF THE HOURS (13)) ARE DONE ALONE. IE. CAR, HOME OR OFFICE. ON YOUR LOG SHEET SIMPLY, DATE, CIRCLE (SS) AND SIGN OFF IN COLUMN G. UNDER "STUDENT" YOU MUST BE PAID AND HAVE AN ACCOUNT NUMBER. NO VERIFYING AGENT REQUIRED.

Activity Date				Circle Here	STUDENT SIGNS HERE		
Mo	Day	Yr	CD #: 126 A Matter of Education	Ulrich, Nash & Gump	Substance Abuse	S. S. P. S.	STUDENT x <i>John Jacob</i> V. AGENT x <i>Not Required for S.S.</i>

Step #2 Participatory Study
P. S.
 1 CD = 1 HR

Participatory Study : THIS IS HOW IT'S DONE

HALF YOUR HOURS (13) MUST BE COMPLETED WITH ANOTHER ADULT (VERIFYING AGENT) WHO VERIFYS THAT YOU LISTENED IN A QUIET OR CLASSROOM-LIKE ENVIRONMENT AT HOME OR OFFICE. THERE CANNOT BE ANY TELEPHONIC OR OTHER INTERRUPTIONS. WHEN DONE, THE ATTORNEY SEEKING CREDIT SIGNS OFF UNDER "STUDENT " IN COLUMN G OF THE LOG.
 The Verifying Agent OR moderator signs off under **V.AGENT**.
 On your log sheet simply **DATE, CIRCLE (PS)** and sign off Column **G** Under "**STUDENT**".
 Next the Verifying Agent (**V AGENT**) or Moderator Circles (**PS**) and signs **V. Agent**.

Activity Date				Circle Here	V.Agent & Student Sign		
DATE	/	/	Tape No. 1 - Side A Sins Of The Brethren II	Ulrich, Nash & Gump	Ethics	PS 1	Student: x <i>John Jacobs</i> V. Agent: x <i>Sue Smith</i>

Step #3 P.S. Evaluations
P. S.
 REQUIRED

Required Participatory Study Evaluation Sheet(s)

1. See Very last page. (Evaluation Sheet(s))
2. **REQUIRED** for Participatory Hours only. Not Self Study.
3. **A. Read the Directions first. B. Make Copies. C. Then fill out.**
4. *****Carefully Read the Directions First....Please.*****

FREQUENTLY ASKED Questions & Answers

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| Q. Should I keep copies of all my paperwork? | A. Yes |
| Q. Does Participatory require Evaluation sheets? | A. Yes |
| Q. Do I send my certificate to the State Bar? | A. No |