

MINIMUM CONTINUING LEGAL EDUCATION (MCLE)

UC HASTINGS EVENT ORGANIZERS:

UC Hastings takes seriously its obligations as a provider of Minimum Continuing Legal Education (MCLE) programs. The continuing education of attorneys in the State of California is not to be taken lightly; UC Hastings will adhere strictly to the rules and guidance of the California Bar Association's MCLE program and advisors. If you want to assume the responsibility of offering MCLE attendance certification for eligible attorneys attending your event, please adhere strictly to the following:

1. **UC Hastings MCLE Affiliates** -- You must coordinate with an on-campus MCLE Multiple Activity Provider Affiliate, all of whom are listed below. Please contact the relevant person directly to see if he/she can assist you in organizing MCLE credit for your event.
 - a. *For Alumni and alumni events:* Alumni Center, Rey Alden, aldenrey@uchastings.edu
 - b. *For career and career development events:* Career Office, Annabrooke Temple, templea@uchastings.edu
 - c. *For faculty and faculty-sponsored events:* Academic Dean's Office, Roz Foy, foyr@uchastings.edu
 - d. *For events by the Center for Negotiation and Dispute Resolution events:* CNDR, Michelle Adeoye, adeoyem@uchastings.edu
 - e. *For journal and student organization on-campus events:* O'Brien Center for Scholarly Publications (Journals), Tom McCarthy, scholarp@uchastings.edu
 - f. *For Worklife Law events:* Center for WorkLife Law, Jamie Dolkas, dolkasj@uchastings.edu
 - g. *For UCSF/UC Hastings Consortium events:* UCSF/UC Hastings Consortium on Law, Science & Health Policy, Sarah Hooper, hoopers@uchastings.edu
2. **Attendance** -- Attendance must be taken. Please use the Attendance Form [LINK to PDF]
3. **Sign-In/Sign-Out** -- MCLE earners at your event must sign in with their names, time, and California Bar Association number, address or email address, and they must sign out with the time and their name. Please use the official sign-in/sign-out form only [LINK to PDF].
4. **Educational Handout** -- All MCLE earners at your event must be given an educational handout providing additional, relevant information about the topic of your event.
5. **Conditions for Issuing MCLE Certificates** -- All MCLE Attendance Certificates should be issued promptly post-event, after organizers have collated the following:
 - a. All sign-in/sign-out sheets.
 - b. All Attendance Forms
 - c. Copy of the Educational Handout
 - d. Copy of any Brochure or event timeline provided at the event.
 - e. Copy of any event advertisements or PSAs.
6. **Record Maintenance** -- Keep all of the above in a file; renewal of the UC Hastings status as a California Bar Association MCLE approved provider can require a review of your event's MCLE files. **Failure to comply with the rules and regulations regarding MCLE attendance certification can jeopardize UC Hastings' ability to offer MCLE events.**

If you have any questions or concerns about your event's ability to fulfill the requirements of MCLE – including topic determination - please contact one of the UC Hastings MCLE affiliates listed above or contact the California Bar Association's MCLE Coordinator: mcle@calbar.ca.gov.

NON-UC HASTINGS EVENT ORGANIZERS: Non-UC Hastings entities hosting events on campus should coordinate with the California Bar Association in order to offer MCLE at their event: mcle@calbar.ca.gov