



Frequently asked questions about CLE

How much Continuing Legal Education (CLE) must members of the Bermuda Bar complete?

- Eight (8) credit hours annually for the period November 1st to October 31st

Who is subject to the mandatory CLE requirement?

- All practising members of the Bermuda Bar and registered associates
- Students completing their pupillage are not required to meet the CLE requirement.

What qualifies for credit?

- CLE programmes provided by the Bermuda Bar Association and other providers (including distance education)
- In-house CLE provided by law firms
- Educational programmes with content relevant to legal or practice management issues
- Authoring legal books or articles
- Presenting educational programmes

Do I have to apply for credit?

- You do not have to apply for credit for:
 - In-house programmes
 - Programmes provided by the Bermuda Bar Association
 - Programmes pre-approved by the CLE Committee [e.g., those provided by the Bermuda Society of Trusts & Estates Practitioners (STEP) or the Bermuda Insurance Institute] for the number of credit hours designated by the CLE Committee
 - Courses which have been approved for credit by the Law Society or the American Bar Association or a State Bar Association for the number of CPD/ CLE hours specified
 - Presentations for Bermuda Bar Association CLE programmes, STEP programmes and courses which have been approved for credit by the Law Society or the American Bar Association or a State Bar Association
 - Any other programmes or courses approved by the Continuing Legal Education Committee
- Applications for CLE credit must be submitted for:
 - Programmes and courses other than those listed above for which credit is automatically given
 - Books and articles
 - Presentations for courses other than those listed above for which credit is automatically given

What is the application process?

- Members seeking CLE credit should complete an Application for CLE Credit and submit it to the Director of Continuing Legal Education along with the course agenda (if applicable)
- The Continuing Legal Education Committee considers applications and applicants are informed of the Committee's decision following its meeting



BERMUDA BAR ASSOCIATION

How much credit do I get?

- For courses which have been approved for credit by the Law Society or the American Bar Association or a State Bar Association, the number of CPD/ CLE credit hours so approved
- For Bermuda Bar Association and STEP programmes, the number of teaching hours (i.e., excluding any registration period, refreshment breaks and question periods. The regular weekly Bar Association courses from 5:30 to 6:30 p.m. count for one (1) credit hour.
- Presenters for Bar Association and other approved programmes are entitled to four (4) hours' credit for each teaching hour (pro-rated where there is more than one presenter)

What records are required?

- Members and registered associates are required to keep records of their CLE courses. However, the system is an honour system and these records do not have to be submitted.

Can CLE credits be carried over from one year to the next?

- No, credits can only be used in the practising year in which they were obtained

What are the requirements if I am away from active practice?

- Members who are away from active practice on a leave of absence (e.g., for medical reasons, on maternity/ requirement reduced or waived for the period for which they are not actively practising. Such applications should be in writing and set out the relevant details as to dates, reasons for absence, etc

What if I cannot complete my required CLE credit hours before October 31?

- Please send a letter to the Continuing Legal Education Committee setting out the relevant details.