

ACADEMY OF LEGAL STUDIES IN BUSINESS CLE INSTRUCTIONS

Welcome to the Virtual ALSB 2021 Annual Conference!!

In this packet you will find the following documents:

- ❖ Certificate of Attendance
- ❖ Breakdown of Available CLE Minutes
- ❖ **Program Evaluation will be conducted by a Qualtrics Survey immediately after the conference. All those seeking CLE credit are required to complete the survey.**

Certificate of Attendance (COA)

- Complete COA with all requested information.
- On the back of the COA, list all the session numbers (i.e., B1, C2, etc.) that you attended.
- Sign, scan (clearly) and email both sides of form back to.
- If you wish to mail your CLE form back to me, please email me for my home address.

Breakdown of Available CLE Minutes

- I have created a breakdown of available CLE minutes that have been submitted to the State Bars for approval. Keep in mind that not all states approve all sessions. If you have any questions, please let me know.

After the Conference

- ❖ Once I have received the CLE approvals from the State Bars, I will send you a signed copy of your COA and State Bar approval letter.
- ❖ Copies of the COA's will also be sent to the appropriate State Bar.
- ❖ Complete Program Evaluation by Qualtrics
- ❖ **Questions....Please contact me at sjmoore@umich.edu.**

Thanks!!!

Shelly