



The State Bar of New Mexico assumed administration of the New Mexico Supreme Court's Minimum Continuing Legal Education Program as of September 1, 2018. As such, the State Bar is committed to:

- ✓ **Providing exceptional customer service for members and course providers;**
- ✓ **Certifying courses on relevant legal topics and emerging areas of law practice management;**
- ✓ **Investing in new technology to assist members with reporting and tracking CLE credits; and**
- ✓ **Encouraging modern training delivery methods.**

Who We Are

The primary purpose of the program is to ensure that members of the New Mexico State Bar stay informed regarding changes in the law and best practices in law practice management. MCLE compliance is a condition of being licensed to practice law in New Mexico.

The MCLE program is administered by the State Bar of New Mexico. Credit filing fees, course review fees, and compliance fees pay for the administration of the program. Rule **18-102 NMRA**

MCLE Requirements

New Mexico's compliance period runs January 1- December 31st. Active members, including judges, retired judges, limited license attorneys and out-of-state members, of the State Bar of New Mexico must complete twelve (12) total hours, ten (10) hours of general, and two (2) hours of ethics/professionalism, of continuing legal education during each calendar year. Excess credits may be carried over to the following year. **18-201 NMRA**

New Attorneys

New members having practiced less than two years in another jurisdiction are required to complete the Bridge the Gap (BTG) Mentorship program in their first full year of practice.

Through BTG new attorneys receive MCLE credits required for their first year of practice. See Rule 24-110 NMRA and the BTG website at nmba.org/Mentorship for more information.

Check Your MCLE Compliance

You can check your MCLE transcript at any time by going to nmba.org/MCLE. Your transcript reflects courses taken during the compliance period. Additionally, you receive an annual report detailing MCLE compliance no later than February 28th the following year.

Earning MCLE Credits

Attorneys may obtain MCLE credits by taking courses which are pre-approved or by attending other legal education courses.

Approved Programs

An “Approved” program is offered by a provider who requested MCLE approval prior to offering the course. To request approval for a program, the sponsor must submit **MCLE 02 Form**, required documentation, and review fee 30-days prior to the course date. The MCLE Administrator processes applications in accordance with course approval guidelines. Attorneys who attend a pre-approved CLE course are assured of receiving MCLE credit for the course. See Rule **18-203 NMRA** for more information.

A list of upcoming approved courses, the MCLE 02 Form and Course Approval Guidelines can be found on our website at nmba.org/MCLE.

Other Legal Education Courses

Attorneys may also take other Legal Education Courses not pre-approved by the MCLE Administrator or offered by an accredited provider; however, there is no guarantee that these courses will be accepted for MCLE credit by the MCLE Administrator.

Live Program Credits and Self-Study Credits

Live program credits are obtained through legal education programs designed for attorneys that are only available at a specific time and place, and include live presenters or a moderator assigned to supervise the program. Live programs may be attended either in-person, by webcast, or by teleconference. Of the 12 required CLE credits, eight (8) *must* be live. See Rule **18-204(B) NMRA** for more information.

Self-study credits are obtained by viewing recorded versions of courses previously approved for credit by the MCLE. To qualify for self-study credit, the program must carry approval from MCLE within the last 5 years. Self-study credits may not be obtained through reading or other types of personal research. A total of four (4) credits may be earned through self-study. See Rule **18-204(C) NMRA** for more information.

Other Types of Activities for MCLE Credit

In addition to the activities listed above, attorneys may attain “live” credit for teaching a CLE course to other attorneys, participating in an LLM program, attending an approved in-house CLE in a law firm, corporate legal department, or governmental agency. Attorneys may also earn MCLE credit for time spent preparing an article published in an approved legal periodical or journal. See Rule **18-204 NMRA** for more information.

Generally, attorneys *cannot* obtain MCLE credit for teaching or taking law school classes, or teaching a class designed to present legal topics to the general public.

Reporting MCLE Credits

Pre-approved course providers file credits for you. If you take a “live” CLE course through a non-accredited provider, you may have to file your own credits. To do this, submit a [MCLE 03 Form](#) along with your certificate of attendance and a \$1.00/credit filing fee to the MCLE Administrator.

To report self-study credits, submit [MCLE 04 Form](#) with proof of attendance and a \$1.00/credit filing fee to the MCLE Administrator. Please note, self-study credit is only available for on-demand viewing of a *preapproved* CLE program. See Rule **18-204(C)** for more information regarding self-study credits.

The MCLE department processes over a 100,000 CLE credits for New Mexico licensed attorneys each year. To provide this service in a timely and cost-effective manner, we are not able to process incomplete forms, credits submitted on the wrong form, or credits submitted without the proper payment. All forms can be found on the MCLE website at nmba.org/MCLE. If your credit submission is incomplete or made on an incorrect form, you will be notified of the problem; however, your credits will not be processed until you submit the proper data and complete form.

MCLE Non-Compliance

Attorneys who fail to complete required MCLE credits by the December 31 deadline will be subject to a monetary sanction and possible suspension. Note: All credits must be completed by December 31; however, attorneys have until January 31 of the following year to report the credits.

If you have questions please contact us at (505) 821-1980 or mcle@nmba.org