

Berkeley Law

Providing MCLE Credit for a Berkeley Law Activity

All Berkeley Law programs must complete the following steps in order to offer MCLE credit:

BEFORE EVENT:

[Submit event details to MCLE calendar here:](#)

<https://executive.law.berkeley.edu/events/community/add>

Event details and uploaded materials should include:

1. Agenda or link/URL to agenda.
2. Link/URL to substantive written materials. Materials must be available at the event or online before the event begins (if the presentations will last more than an hour, total).
3. Be sure to enter the total amount of MCLE credit being offered.

Once the event is submitted, it will be reviewed and if approved, will be posted to the MCLE calendar.

DURING EVENT:

1. Maintain Record of Attendance for MCLE requestors.
2. Offer Certificate of Attendance to MCLE participants.
3. Offer Evaluation Forms to MCLE participants.

[Templates for your event can be found here:](#)

<https://www.law.berkeley.edu/event-services/mcle-credit/>

AFTER EVENT:

1. Original record of attendance
 - Please save the file with the following naming convention: 2442. Activity Name. MM-YYYY
2. Any evaluation forms
3. Blank copy of Certificate of Attendance

[Please upload documents at the following link:](#)

<https://www.law.berkeley.edu/event-services/mcle-credit/>

HELPFUL LINKS:

[State of California Bar MCLE Website](#)

[Full details on Special Credit hours](#)