

HSBA Provider Application #P215-24 Approved

Dawn Mitsuyoshi <dmitsuyoshi@HSBA.org>

Wed 9/11/2024 5:40 PM

To: Summit <summit@defendyourrights.org>

The Gault Center,

Thank you very much for your provider application for approval of continuing legal education. The program entitled: 2024 Youth Defender Leadership Summit, scheduled to take place on 10/18/2024 – 10/19/2024, has been approved for the following CLE credit:

- Six and a half (6.5) Continuing Legal Education credit hour (CLE), as requested.
- Five (5) Ethics credit hour, as requested.

As a provider of an approved course or activity where a course fee is charged, your responsibilities include:

1. Monitoring participant attendance and keeping an attendance report from the seminars for a minimum of three years; and
2. Issuing evaluation forms to participants at the conclusion of the course (for your files); and
3. Issuing Certificates of Attendance to participants showing the amount of credit that has been approved. A [sample Certificate of Attendance](#) is available on www.hsba.org under the Events and Programs tab/Mandatory Continuing Legal Education/Applications for CLE Approval – Provider, if you so desire. Please note the attendance specifics under [CLE regulation 3\(H\)](#). Certificates should also be provided to Hawaii Bar member presenters for the amount of time/credit spent teaching during the course (x3) as noted in [CLE regulation 5](#). Please instruct attorneys that Certificates of Attendance are to be kept for their records and not sent to this office unless the HSBA specifically requests certificates for a status change or compliance audit; and
4. Submit a copy of the attendance report to the HSBA within 30 days of the completed program to avoid a late \$50.00 attendance roster fee. The attendance report should include, at a minimum, the course name, number and type of credits, printed attorney names, and Bar numbers. (*Attorney signatures not required for virtual programs.*) Non-attorneys who attend do not need to be reported. See the [CLE Fee Schedule](#). Please note the attendance specifics under [CLE regulation 3\(H\)](#); and
5. Payment of \$5 per Hawaii attendee within 30 days of completion of the course per Section 1 of the [HSBA CLE Fee Schedule](#). *NOTE: Attendee fees are NOT required for speakers, and non-attorneys.* Payments may be made by check payable to the HSBA or by credit card by completing and submitting a [Credit Card Authorization Form](#).

A complete list of Provider Responsibilities can be found in [Regulation 11](#). For additional information for Provider's, please visit www.hsba.org and click on the EVENTS and PROGRAMS tab/Mandatory Continuing Legal Education.

Sincerely,

Dawn Mitsuyoshi

MCLE Administrator



Hawaii State Bar Association

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