2015 U.S. Shopping Center Law Conference
CLE Information

General Overview

ICSC has digitalized the CLE process so that you have the option of applying during the conference or immediately after the conference from the comfort of your home or office.

CLE STATE APPROVALS

The complete list of approved credits will be available at the CLE Information Desk located in the conference registration area as well as online at www.icsc.org/2015LC.

CLE APPLICATION

If you choose to complete your application during the conference, please visit the CLE Information Desk. You will have access to a computer with the links to each state's customized CLE application form. Simply click into the state link, follow the prompts, check the declaration and hit submit. Reference the Screen Shots on the following pages. Repeat for each state from which you wish to receive CLE credit. It's that simple!

If you choose to complete after the conference, an email with each state's web link will be sent to you and the same process mentioned above may be followed from any computer or smart device. **Please note that you only have until Wednesday, November 4 to complete and submit your application before the state links close.**

Whether submitting during or after the conference, if you do not see a link for your state, please use the link for "All Other States." You will receive an emailed Certificate of Attendance and information to seek credits in your state independently after the conference.

If you submit a form and then have changes to your entry, please submit a new form. Each form is time stamped. We will delete the first entry and keep the revised entry. **Please remember that you only have until Wednesday, November 4 to complete and submit your application before the state links close.**

CLE WORKSHEETS

For those who (1) did not attend the full conference and need to determine how many credits they are eligible to request and/or (2) want to keep a record of the specific sessions attended during the conference, we have created CLE Attendance Tracking Worksheets – one for 50-Minute States and one for 60-Minute States. These are optional worksheets for your use only and do not need to be submitted.

SPEAKER CREDITS

If you need speaker credits to reach your annual CLE requirements, please contact your state to determine what is needed to process these hours and then submit a request to ICSC via email to bsullivan@icsc.org.

ELIGIBILITY

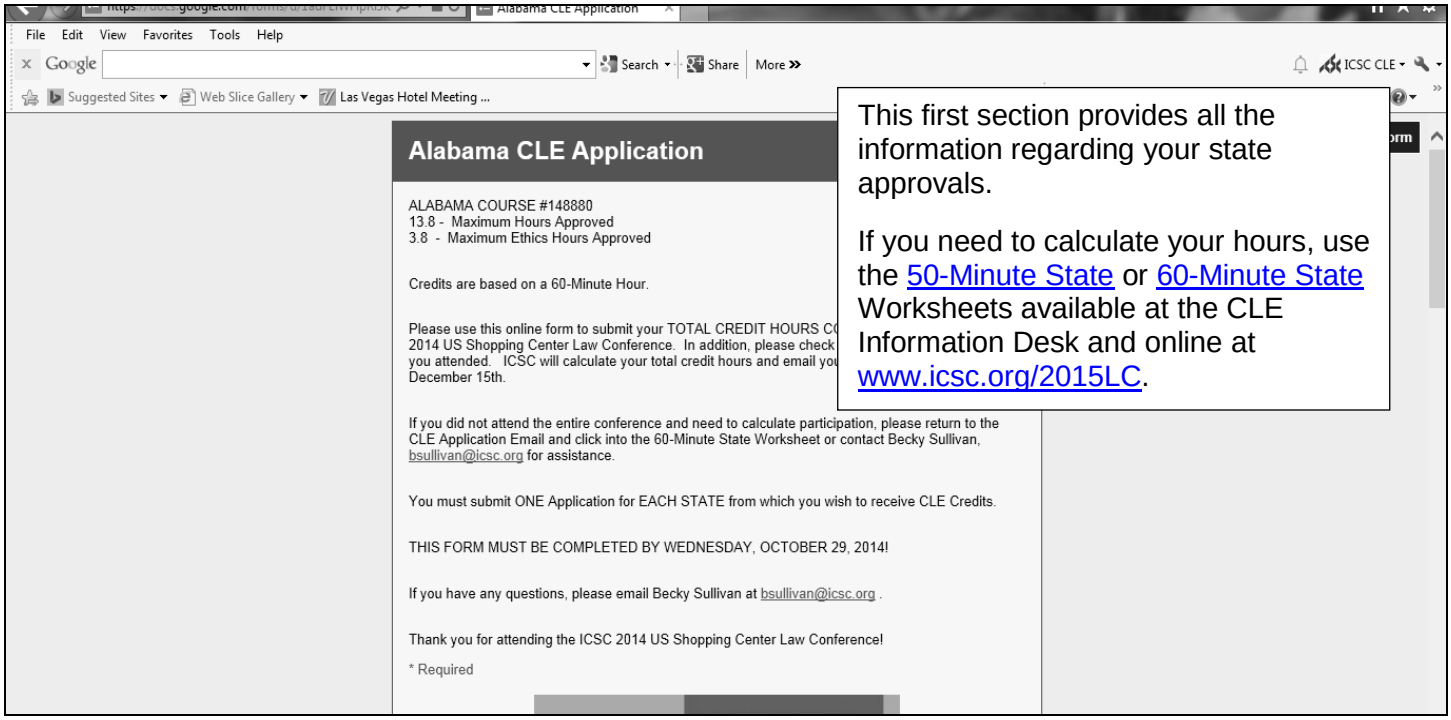
You must be in attendance to receive credits. We will verify eligibility of each entry and only attendees of the Law Conference will be eligible for credits.

CERTIFICATE OF ATTENDANCE

By mid-December or earlier depending on your state's requirements, you will receive an email with your Certificate of Attendance and any instructions for reporting credits to your state bar. Please read this e-mail carefully as some states require attendees to self-report completed hours and will not accept sponsor submissions. Please save this email for future reference and note that you will not receive any correspondence by mail.

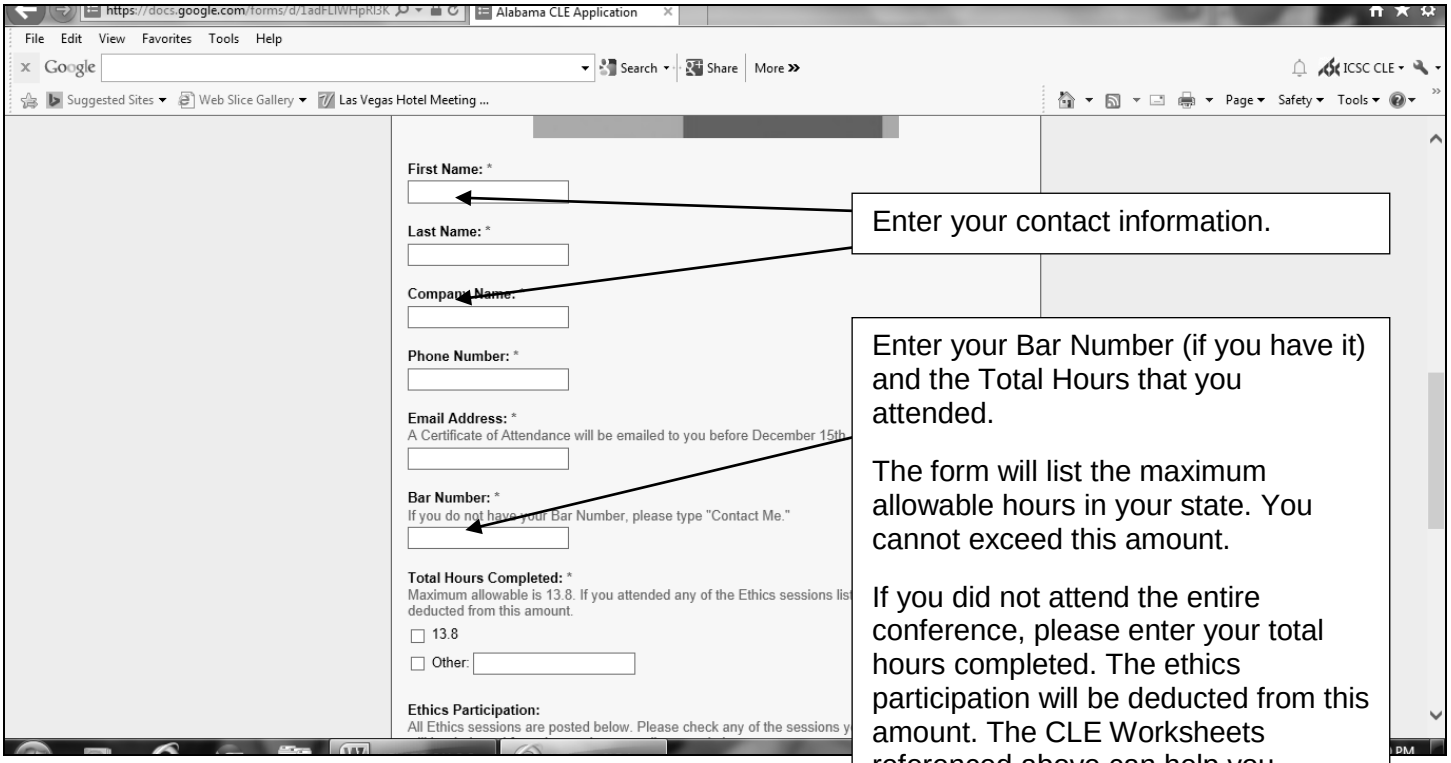
Detailed Application Instructions

Whether submitting during or after the conference, please follow these step-by-step screen shot instructions for completing your CLE application.



This first section provides all the information regarding your state approvals.

If you need to calculate your hours, use the 50-Minute State or 60-Minute State Worksheets available at the CLE Information Desk and online at www.icsc.org/2015LC.



Enter your contact information.

Enter your Bar Number (if you have it) and the Total Hours that you attended.

The form will list the maximum allowable hours in your state. You cannot exceed this amount.

If you did not attend the entire conference, please enter your total hours completed. The ethics participation will be deducted from this amount. The CLE Worksheets referenced above can help you determine your total hours completed.

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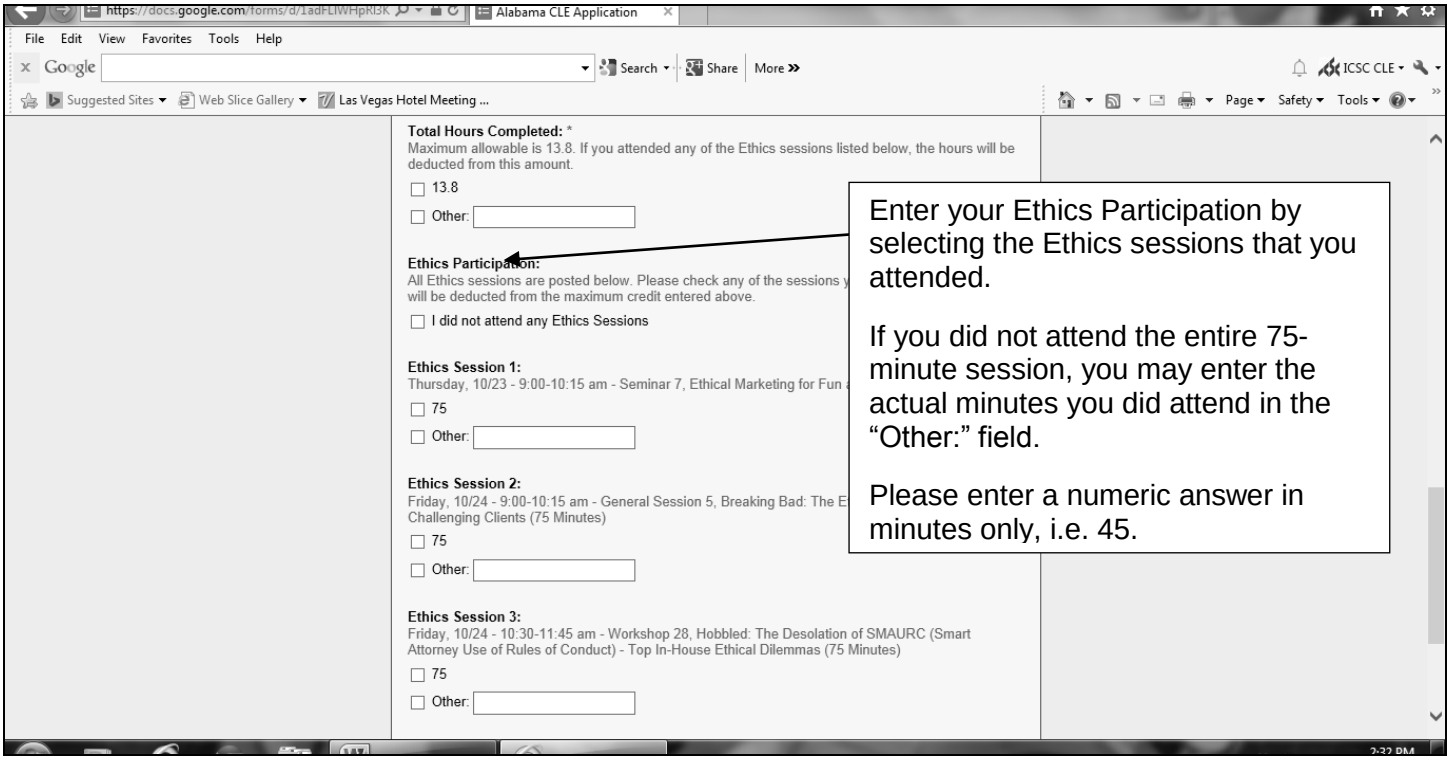
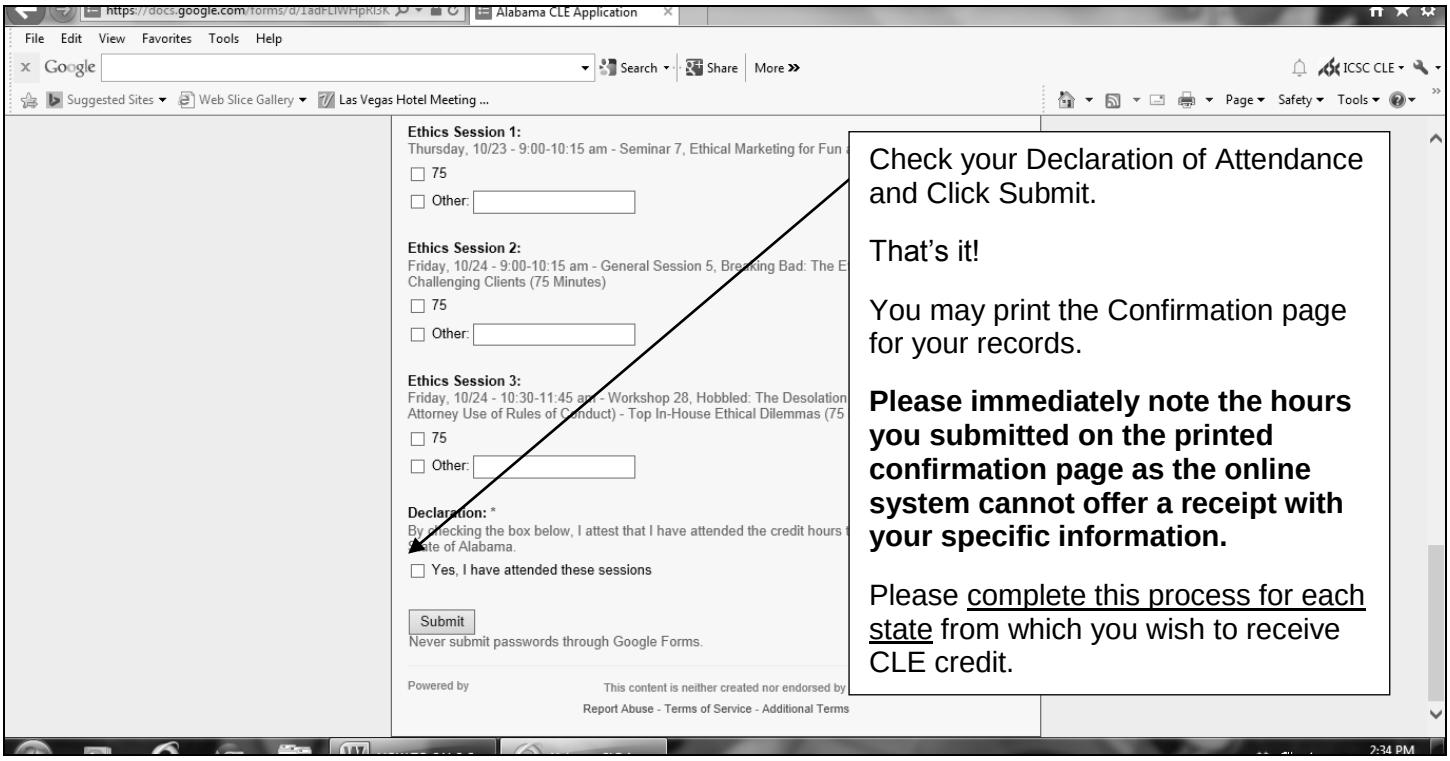


Enter your Ethics Participation by selecting the Ethics sessions that you attended.

If you did not attend the entire 75-minute session, you may enter the actual minutes you did attend in the "Other:" field.

Please enter a numeric answer in minutes only, i.e. 45.



Check your Declaration of Attendance and Click Submit.

That's it!

You may print the Confirmation page for your records.

Please immediately note the hours you submitted on the printed confirmation page as the online system cannot offer a receipt with your specific information.

Please complete this process for each state from which you wish to receive CLE credit.

Please remember that you only have until

Wednesday, November 4th

to complete and submit your application before the state links close.

Please contact Becky Sullivan at bsullivan@icsc.org with any questions.