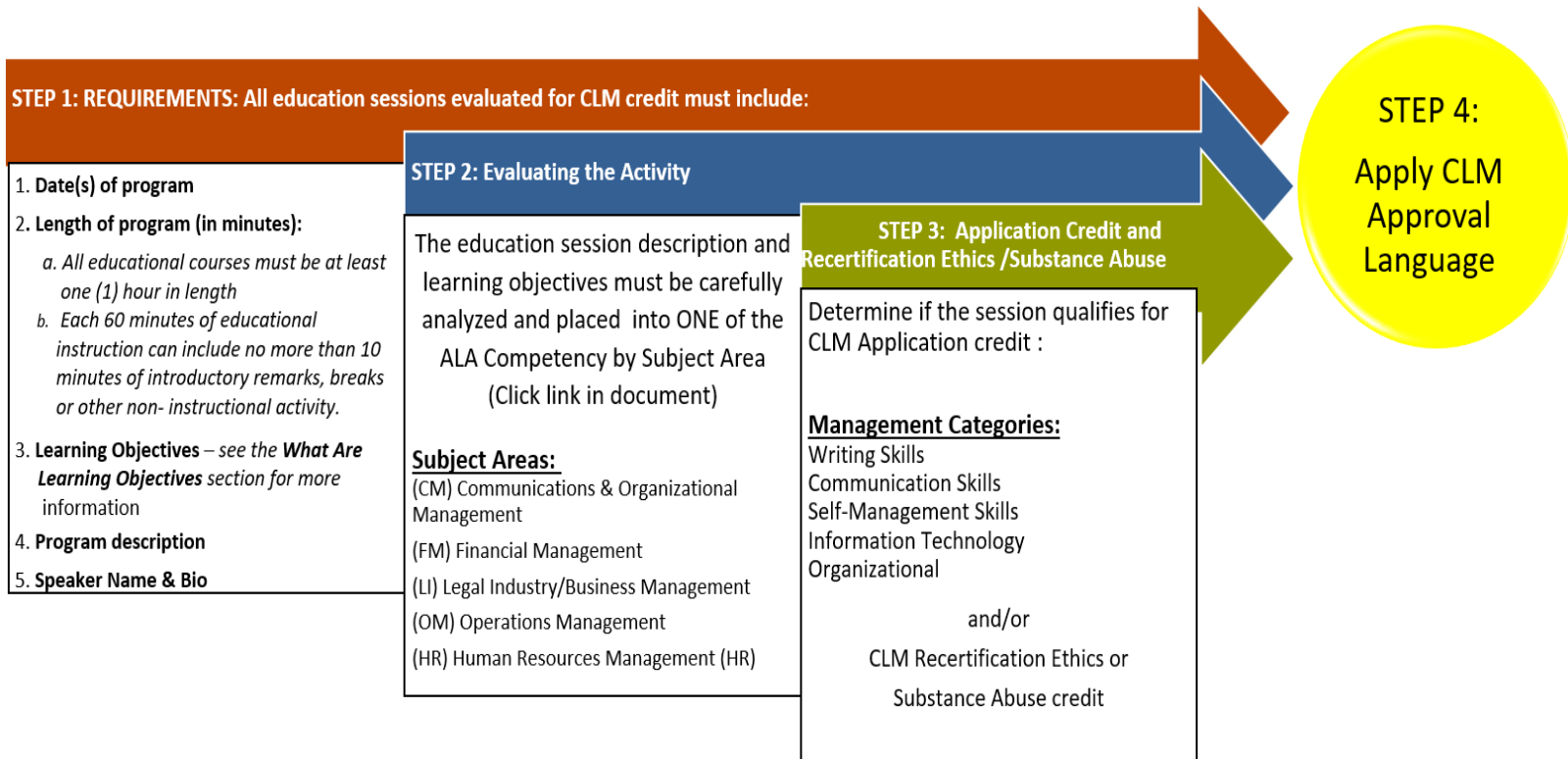


Awarding  
CLM Credit  
for  
Education  
Sessions

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## How To Determine What Education Qualifies for CLM Credit

### Evaluating the Activity Live Education Sessions



You **CAN NOT** offer CLM<sup>®</sup> credit for the following parts of a course presentation:

- Breakfast/Registration/Demonstrations
- Scheduled breaks, rest periods or meals
- Any topic relating to promoting a firm product, business partner or its services
- Non-educational functions including: business meetings, roundtable discussions, or idea exchanges.

You **CAN** offer CLM<sup>®</sup> credit for the following parts of a course presentation:

- Welcome, opening remarks and introduction of speakers lasting no more than 10 minutes for a 60 minute session.
- Closing remarks, question & answer period

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## Calculating CLM Hours

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The calculation of hours for CLM credit is based on sixty minutes of legal education instruction to equal one hour of CLM credit. Hours may be calculated to the nearest quarter hour, or .25 of credit.

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## CLM Marketing

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Promotional material must:

1. state that the activity is pre-approved for CLM credit.
2. include a session description and learning objectives. See Learning Objectives section.
3. properly specify the amount of credit offered. See Approval Language section.
4. indicate whether there are CLM special credit hours (Ethics and/or Substance Abuse).
5. follow guidelines for using the CLM Approved Provider seal.

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## Calculating Special Credit Hours

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Substance Abuse and Ethics are part of the 36 hours of coursework requirement for CLM recertification. One hour of credit in each of these subjects is required during each three-year recertification cycle.

Below are brief descriptions of what a session should cover to be approved for Ethics or Substance Abuse credit:

**Ethics:** Description must focus on legal ethics, business or corporate ethics, federal or governmental ethics, or ethics in general.

**Substance Abuse/Mental Illness:** Programs with substance abuse content should focus on the “prevention, detection and treatment” of substance abuse for attorneys and staff or as it affects their clients and others in society.

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## Calculating Credit Hours

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A “credit hour” is sixty minutes actually spent in a CLM activity, less any time for breaks or other activities that lack educational content.

A credit hour is reported to the nearest quarter hour in decimals. CLM credit includes times for introductory and concluding remarks and for questions and answers.

- A. 60 minutes or 1 hour educational program =1 hour of CLM credit
- B. 75 minutes or 1 hour and 15-minute educational program = 1.25 hours of CLM credit
- C. 90 minutes or 1 hour and 30-minute educational program= 1.50 hours of CLM credit
- D. 120 minutes or 2-hour educational program = 2.00 hours of CLM credit

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## Administration Requirements

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General requirements for CLM Approved Providers:

- Before event:
  1. Review all educational programming for potential CLM Application and Recertification credit.
  2. Prepare marketing printed and web marketing materials as outlined in the **CLM Marketing** section
- During event:
  1. CLMs or participants applying for the exam are not required to sign into the session to receive CLM credit. They must list the session they attended on the education tracking form submitted with their application.
  2. Distribute a session evaluation to participants
    - a. ALA Chapters must use the [Session Evaluation Form](#). Forms should be submitted to the chapter's program coordinator.
    - b. Businesses and Other organizations may use their own evaluation form for participants
- After event:
  1. Retain copies (or screenshots) of marketing materials and evaluations for a period of two (2) years.
  2. ALA Chapters should enter event into the Chapter Education Database as required in the ALA Volunteer Handbook

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## APPROVAL LANGUAGE

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CLM credit for programs must be stated using the following formats:

**\*CLM<sup>®</sup> Application Credit:** [X] hour in the category of [XX] (XX = One of the five Management Categories).

*These are: Writing Skills, Communication Skills, Self-Management Skills, Information Technology and Organizational Development. Examples of these topics can be found in the Certification Program Information and Application Packet.*

*Sessions may not qualify for CLM Application Credit.*

**CLM<sup>®</sup> Application Credit for Functional Specialists:** [ X] hour in the subject area of [XX] towards the additional hours required of some Functional Specialists to fulfill the CLM application requirements. (XX = One of the four main subject areas in the Content Outline for the Body of Knowledge).



*These are: Financial Management, Human Resources Management, Legal Industry/Business Management and Operations Management.*

*Communications and Organizational Management sessions do not provide application credit for Functional Specialists.*

**CLM® Recertification Credit:** [X] hour in the subject area of [XX]. (XX = One of the five main subject areas in the list of Principal Administrator KSA Ratings.

*These are: Communication and Organizational Management, Financial Management, Human Resources Management, Legal Industry/Business Management and Operations Management.*

***If session qualifies for Ethics or Substance Abuse please add the following sentence:*** This educational session satisfies the one (1) hour minimum requirement of [Ethics or Substance Abuse]

### **Common Subject Matter and How They Are Typically Categorized**

Following is a list of common topics for legal management education that may be difficult to categorize and their typical categorization.

<b>Topic</b>	<b>Competency</b>
Business Insurance	Legal Industry/ Business Management
Culture Conflicts	Communications & Organizational Management
Cyber Insurance	Operations Management
Cyber Security	Operations Management
Data Security	Operations Management
Diversity & Inclusion	Human Resource Management
Ethics	Legal Industry/ Business Management
Generations in the Workplace	Communications & Organizational Management
Leasing	Operations Management
Marketing	Legal Industry/ Business Management
Millennials	Communications & Organizational Management
Process Improvement	Operations Management
Social Media	Legal Industry/ Business Management
Substance Abuse	Human Resource Management
Succession Planning	Legal Industry/ Business Management
Training	Human Resource Management
Value Pricing	Legal Industry/ Business Management
Wellness Programs	Operations Management

## LEARNING OBJECTIVES

A learning objective is a statement of what learners **will be able to do** when they have completed instruction. Each education session should have approximately three – five clearly identified learning objectives.

**Session Title:** Hiring For Success

**Session Description:** Join this unique, interactive session where you will gain practical information for successful hiring. Discover the number one reason the wrong candidate is chosen and how to avoid this pitfall. Learn the difference between behavioral and hypothetical questions and why behavioral questions are essential to your interview, and avoid making critical mistakes in the hiring process that put your firm at risk.

**Session Objectives:**

After completing this session, participants should be able to:

1. Identify the legal criteria for hiring a new employee.
2. Formulate behavioral interview questions.
3. Explain methods for increasing the chances of retaining hires.

## How to Write a Learning Objective

Learning objectives answer these questions:

1. What should the education or training accomplish?
2. What should the participants be able to do at the end of the session?

Objectives should be written using descriptive verbs that clearly define what participants should be able to do after the session or course. To develop these objectives, focus on these two steps:

1. Identify a skill that participants need to gain.
2. Determine what they need to know to do that skill effectively.

Avoid having too much content for the time allotted. Focus on what content has to be covered. Consider what people need to know to meet the objectives.

**Action Verb Examples:** These common verbs are examples that may help you focus on the knowledge and skills you want to teach in your session or workshop: Analyze, Define, Design, Determine, Develop, Estimate, Examine, Explain, Select, Identify, List, Operate, Organize, Plan, Present, and Write.



This puts an emphasis on participants acquiring new skills, rather than simply receiving knowledge.

## FREQUENTLY ASKED QUESTIONS

### 1. Do CLM designated sessions count toward Recertification?

**Yes.** All *designated* CLM sessions also fall under the umbrella of one of the Five Subject Areas (CM, . An example is *Electronic Client Service: Extranets* which falls under Operations Management, one of the subject areas that those recertifying need to fulfill.

### 2. How can I ensure an education sessions qualifies for CLM Application credit?

In order for a session to qualify for CLM application credit, it must cover the subject matter in one of the five (5) Management Categories: Writing Skills, Communication Skills, Self-Management Skills, Information Technology Skills and Organizational Development. Detailed descriptions of each category can be found on page 4 of the [CLM Application Packet](#)

### 3. Could a session qualify for CLM Application, Functional Specialists and Recertification credit?

Not typically. As answered above, all sessions that will qualify for CLM credit are eligible for recertification credit. The tricky part is determining where it stands for the application credit.

As mentioned on page 4 of the CLM Application packet, ALL CLM applicants must complete 10 hours of coursework in the five management categories. If the session does not directly address the requirements described in the CLM Application Guide. Then that session would NOT qualify for CLM Application Credit.

However, if the applicant is applying to take the CLM exam as a Functional Specialist (see page 5 of the CLM Application Packet), they are required to have an additional 15 of education coursework in addition to the 10-hour requirement. These 15 hours can be distributed in other areas other than the field in which the applicant is employed. These areas are: Human Resources Management, Financial Management, legal industry/business management, and operations management.

In most cases, a session will qualify for **either** CLM Application credit **or** CLM application credit for the Functional Specialist. However, Communications &



Organizational Management Sessions DO NOT qualify for Functional specialist application credit.

On very rare occasions, a session might qualify for CLM application and Functional Specialist application credit. It is up to the functional specialist applicant to decide how they will list the session on their application as it can only be used once.

**4. What sessions are not eligible for CLM credit:**

Page 5 of the CLM Application Guide outlines course criteria and what activities are not eligible for CLM Credit.

**5. We host a CLM study group. Can participants get CLM Application credit for attending?**

No. Only educational sessions that fit the criteria outlined in the CLM application packet will qualify. If a qualified session is taught a part of a CLM study group curriculum and also qualifies from.