

# Request for Self-Study Credits

**New Mexico MCLE Board**  
**PO Box 93070**  
**Albuquerque, NM 87199**

**Phone 505.821.1980**  
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[www.nmmcle.org](http://www.nmmcle.org)

*This form is for use by New Mexico licensed attorneys who are submitting credits earned for viewing a pre-recorded online program or DVD program.*

## PART A Program Information

**Course Provider:** \_\_\_\_\_  
**Title of Program:** \_\_\_\_\_  
**Date of Original Program:** \_\_\_\_\_ **Date of Viewing:** \_\_\_\_\_  
**Select Type of Program: Online** \_\_\_\_\_ **Video (DVD)** \_\_\_\_\_

## PART B Credits

Self-study credit may be given for viewing videotapes, listening to audiotapes, or participating in educational activities involving the use of computer-based resources, provided:

- (1) board approval is received prior to viewing, listening, or participating;
- (2) the self-study course is from an accredited provider and was produced within five (5) years from the date of viewing, listening or participating; or
- (3) the self-study course is from an approved program and was produced within five (5) years from the date of viewing, listening or participating.

Absent prior board approval in exceptional circumstances, no more than **four (4) hours of credit** may be given during one compliance year for self-study activities and the individual seeking self-study credit must not previously have received self-study credit or live program credit for the same program. Self-study credits may be applied **only** to the continuing legal education requirements for the year in which they are earned, **and may not be carried over to subsequent year requirements or backward to prior year requirements.** (MCLE Rule 18-204 (C))

### Actual Credits Earned:

Credit Hours (calculated as 60 mins. = 1 credit)

\_\_\_\_\_ Minutes ÷ 60 = \_\_\_\_\_ General Credits

\_\_\_\_\_ Minutes ÷ 60 = \_\_\_\_\_ Ethics/Professionalism Credits

\_\_\_\_\_ Minutes ÷ 60 = \_\_\_\_\_ **Total Credits**

## PART C Required Fees

**Filing fee of \$1.00 per credit hour. Make checks payable to MCLE.**

## PART D Required Attachments

- (1) Proof of completion (if program was online please submit certificate of completion)
- (2) Proof of Purchase (if program was DVD)

## PART E Signature

The attorney represents that to his or her knowledge this CLE activity (A) complies with the current New Mexico MCLE Rules including any amendments thereto, and (B) certifies that he or she viewed the program for the number of credit hours indicated.

Name of Attorney: \_\_\_\_\_ NM State Bar # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please access [www.nmmcle.org](http://www.nmmcle.org) to review approved credits for this submission.**