

*CLM*SM

Certified Legal Manager



Recertification Guidelines

Your connection
to knowledge, resources and networking





Recertification Guidelines

TERM OF CERTIFICATION

The term of certification is three (3) years based on your designated anniversary date and each recertification period is also for three (3) years.

Your anniversary date will be either:

1. June 30 or November 30, whichever is closer to the actual date the exam was taken and passed.
2. April & May exam dates will have June 30 anniversary dates.
3. September, October and November exam dates will have November 30 anniversary dates.
4. 1st Year Recertification: Education you obtained from a spring or fall conference in the year you certified can be included in your first recertification period.

Example:

You earned your certification at ALA's Annual Conference on April 29, 2007. Your anniversary date is June 30 and your first recertification will be due no later than June 30, 2010. While your anniversary date is June 30, you can count all education you earned at the April 30-May 3, 2007 Annual Conference for your first recertification period (only).

5. Thereafter, all recertification education must fall within the previous and current anniversary dates.

Example:

Your next recertification is June 30, 2013. Because this is not your first recertification, only education earned between your last anniversary date of June 30, 2010 and your current anniversary date of June 30, 2013 will count towards your second recertification.

MAINTAINING CERTIFICATION*

In order to maintain the CLM designation, a Certified Legal Manager must:

1. Pay an Annual Maintenance Fee yearly on June 1st, except in the year you recertify. Annual fees are subject to change.
2. Apply for Recertification every three (3) years, and pay a Recertification Fee.
3. Please submit early! All education must be completed by the application deadline.
4. Applications for recertification will NOT be accepted if postmarked after the deadline, and your certification will expire.

FEES

1. The current Annual Maintenance Fee is \$40, due yearly on June 1st, except in the year you recertify.
2. The current Recertification Fee is \$155, which includes the annual maintenance fee for that year.

** All certified legal managers are eligible to recertify. A certified legal manager does NOT have to currently be working in the legal industry to recertify his or her CLM designation.*



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EDUCATION REQUIREMENTS

To demonstrate that a Certified Legal Manager has maintained his or her knowledge, skills and abilities, each certificant is required to:

1. Apply for recertification every three (3) years based on the designated anniversary date
2. Provide evidence of having completed a total of 36 hours of course work during the prior three years including a minimum of three (3) hours in each of the following subject areas:
 - communication and organizational management
 - financial management
 - human resources management
 - operations management
 - legal industry/business management
3. As part of the total 36 hours, you must complete:
 - a minimum of 1 hour in business ethics
 - a minimum of 1 hour in substance abuse

NOTE: Substance Abuse and Business Ethics hours are part of the 36 hours of course work requirement. However, the minimum one hour each of Ethics and Substance Abuse will not be counted towards fulfilling one of the three minimum hours needed in the subject areas above.

For example, one hour of Substance Abuse, while likely an HR course, can **not** be counted towards the three hours needed to fulfill the HR requirement.

CREDIT FOR TEACHING

A maximum of four (4) hours credit of the 36 hours can be earned by teaching a course. This credit is for contact time only, and credit will not be given for course preparation or for presenting the same course more than once.

ACTIVITIES INELIGIBLE FOR CREDIT

The following activities are not eligible for credit: meal functions, social activities, chapter or other business meetings, idea exchanges, roundtables, or vendor or consultant presentations intended to sell a product or service or for any reason other than educational instruction.



Recertification Guidelines

INTERACTIVE SELF-STUDY PROGRAMS FOR RECERTIFICATION

A maximum of six (6) hours of credit can be earned from interactive technology-based self-study programs.

An interactive technology-based self-study program is defined as a program designed to use interactive learning methodologies that simulate a classroom learning process by employing software, other courseware or online systems that provide significant ongoing, interactive feedback to the participant regarding his or her learning progress.

These programs manage through the learning process via the following *interactive components*:

1. Requiring frequent participant response to questions that test for understanding of the material presented, or progress checks throughout the program.
2. Providing evaluative feedback to incorrectly answered questions
3. Providing reinforcement feedback to correctly answered questions

A course description and certificate of successful completion from the provider of the program must be submitted for consideration of any interactive technology-based self-study program.

Credit will be awarded at a rate of one (1) sixty-minute hour per average program completion time as stated by the product developer or accrediting body.

An interactive technology-based self-study program must be specifically designed for continuing professional education, with specific educational objectives.

The following are examples of what does not count as interactive self-study:

- Online programs that have audio and video but lack any interactive components or certificates of completion as described above
- Listening to an audio CD
- Watching a video
- Reading an article or book