

Expertise

Knowledge

Growth

Validation

Achievement

**2016 RECERTIFICATION
GUIDELINES**

Your connection
to knowledge, resources and networking

Recertification Guidelines and Fees

Term of Certification

The term of certification is three (3) years based on the 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. Spring exam dates will have June 30 anniversary dates.
3. Fall exam dates will have November 30 anniversary dates.
4. **All recertification education must fall within the anniversary dates. Example:**
Your next recertification is June 30, 2014. Only education earned between your last anniversary date of June 30, 2011 and your current anniversary date of June 30, 2014 will count towards your current recertification.

Application Submissions

1. Applications may be submitted online at alanet.org/clm/recertify.aspx, emailed to certification@alanet.org or mailed to the CLM Certification Center, Association of Legal Administrators, 75 Tri-State International, Suite 222, Lincolnshire, IL 60069-4435.
2. Applications must be submitted or postmarked by the recertification date: either June 30, or November 30.

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. Applications for recertification will not be accepted if submitted or postmarked after the established recertification date.

CLM Recertification Fees	
CLM Maintenance Fee	CLM Recertification Fee
\$5+ Due annually by June 1st except in the year in which you recertify.	\$1*+ Due every 3 years. See Recertification Guidelines.

CLM Recertification Fees and Applications can now be submitted online at alanet.org/clm/recertify.aspx.

Education Requirements

To demonstrate that a Certified Legal Manager has maintained his or her knowledge, skills and abilities, you are 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 can not be counted twice. 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.*

All sessions must be 60 minutes or more to qualify

The following activities are not eligible for credit: 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.

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

Credit for Teaching

Of the 36 hours, a maximum of four (4) hours credit can be 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.

Credit for Self-Study

Of the 36 hours, a maximum of six (6) hours of credit can be earned from interactive, technology-based self-study program.

Self-Study Criteria

An interactive, technology-supported self-study program is defined as a program that uses interactive learning methodologies that monitor learning or participation in the course through the use of software or online technologies. All self-study training formats must allow participants to communicate with an instructor. Email or phone communication is allowed. Technology-supported self-study programs must include **all** of the following:

1. The program has a **course description** that includes **specific educational objectives**.
2. The program requires participant response to **questions that test for understanding** and provides feedback to participant responses indicating the response is correct or incorrect.

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

Note that recorded webinars have separate requirements for approval as self-study programs.

Webinar Criteria

1. **Live webinars** are considered as regular, live sessions (not self-study).
2. **Recorded, on-demand webinars** are considered **self-study eligible for CLM credit only when they include all of the following elements**:
 - Participants can contact the presenter to ask questions and they will receive a timely response.
 - Participation is monitored throughout the program using a system that requires periodic responses from the user.
 - Fast-forwarding is disabled.

What Does NOT Count for Self-Study

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

1. Online programs that lack the interactive elements of the self-study criteria.
2. Listening to an audio program that lacks the interactive elements of the self-study criteria.
3. Watching a video that lacks the interactive elements.
4. Reading an article or book that lacks the interactive.

