

## **ADOPTION LAW CERTIFICATION COMMITTEE POLICIES**

### **100 ADMINISTRATION**

### **200 CONTINUING LEGAL EDUCATION**

### **100 ADMINISTRATION**

1.01 Meetings. The committee chair will designate meeting times and places and disseminate a calendar of meeting dates to the members at the beginning of each fiscal year.

1.02 Quorum. Five members will constitute a quorum of the committee for the transaction of business.

1.03 Attendance. Committee members must make a valid effort to attend all committee meetings and conference calls to participate in the responsibilities of the committee. Any conflict or absence should be reported to the staff liaison and the committee chair.

1.04 Application Review. At least two (2) members of the committee must review each application submitted. The Committee must discuss, as a whole, any questionable applications before a final recommendation is made. If approval is not recommended, the committee must discuss and identify the basis upon which it recommends denial. Review must follow the application review process in BLSE Policy 2.14.

### **200 CONTINUING LEGAL EDUCATION**

2.01 Accreditation Standards. To be eligible for Adoption Law certification credit, a course or activity must be devoted to matters involving adoption law.

(a) Credit Assignments. The course or activity level will govern the certification credit assigned. For:

(1) Advanced. An advanced CLE course will be awarded 100% of the maximum number of CLE credit hours available towards adoption law certification credit approved by staff for Mandatory Continuing Legal Education. A course or activity should challenge the intellect of and/or convey new material and information to an active practitioner. As a threshold matter, CLE course or activity must enhance the proficiency of a Board Certified Adoption Law attorney.

(A) Courses submitted for full credit toward adoption certification or recertification must meet the criteria of advanced CLE as defined in this section.

- (B) Thorough, high quality, carefully prepared written outlines and materials are required for credit review.
  - (C) Course instructors must be individuals with substantial practical or academic experience. Instructors' qualifications and appropriate background information must be set forth in the application for certification credit.
- (2) Intermediate. An intermediate course will be awarded 100% of the maximum number of CLE credit hours towards adoption law certification credit approved by staff for Mandatory Continuing Legal Education.
  - (3) Basic. A basic course will be awarded 100% of the maximum number of CLE credit hours towards adoption law certification credit approved by staff for Mandatory Continuing Legal Education
  - (4) Adoption Law Mediation Courses. Mediation courses will be reviewed by the committee and credit will be determined on an ad hoc basis.

## 2.02 Certification Credit for Individual CLE Activities

- (a) Lecturing. Lecturing, within or outside of the State of Florida, will be awarded adoption law certification credit if the CLE course is awarded Adoption Law Certification CLE credit by The Florida Bar or a pre-approved sponsor. Calculations will be determined in accordance with BLSE Policy 5.10(a).
  - (1) Lecturer will mean lecturer, workshop discussion leader or panel member in a seminar or institute.
  - (2) Thorough, high quality, carefully-prepared written outlines and materials are required for credit review in connection with lecture presentations.
  - (3) Adoption law certification credit will be calculated based upon the presentation time. No single lecture approved for credit may exceed 50% of the total hours required for certification or recertification.
  - (4) Lecturing at basic seminars will entitle an attorney to receive 3 hours of adoption law certification credit for every 50 minutes of lecture time as limited by policy 2.02(a)(3).

- (5) Lecturing at intermediate and advanced seminars will entitle an attorney to receive 5 hours of adoption law credit for every 50 minutes of lecture time as limited by 2.02(a)(3).
- (b) University Course Teaching
- (1) Adoption law certification credit may be earned through teaching adoption law courses at an approved law school or other graduate or undergraduate level program.
  - (2) Adoption law certification credit will be calculated according to the following formula: Four times the university assigned quarter hour or five times the university assigned semester hour.
  - (3) Adoption law certification credit may not be earned for teaching the same adoption law course during any reporting period.
- (c) University Course Attendance
- (1) Adoption law certification credit may be earned through attending university law school adoption courses and graduate adoption law courses. Certification credit will be awarded in accordance with BLSE Policy 5.08(j).
  - (2) Attendance credit will be calculated according to the following formula: Two times the university assigned quarter hour or three times the university assigned semester hour.
  - (3) Graduate non-law and undergraduate courses will not be considered for credit.
- (d) Writing
- (1) Adoption law certification credit for writing articles, books and chapters in books published by The Florida Bar on adoption law will be granted when the work is completed and/or accepted. Certification credit for articles, books and chapters written for publications other than those produced by The Florida Bar on adoption law will be determined on an ad hoc basis and only after publication in accordance with BLSE Policy 5.10(c).
  - (2) The amount of certification credit awarded will be based upon the effort involved and the percentage of preparation time determined to have enhanced the contributor's proficiency in his or her law practice

and/or the reader's awareness of the subject matter.

- (3) No single publication approved for certification credit will exceed ten (10) hours for initial certification or recertification.
- (e) Steering Committee Membership. No certification credit will be given for steering committee service unless that service contributed substantially to an attorney's knowledge of adoption law.
- (f) Individual Study. Individual study credit may be earned through the use of CDs, DVDs, or online courses approved for adoption law certification credit. Credit for these activities shall be the same as that given the live presentation.
- (g) Other Educational Experience. Other educational activities or experiences which enhance the applicant's proficiency in his or her adoption law practice may be submitted for credit. Determination as to whether such experience or activity will receive credit will be determined by the committee on a case by case basis.

*Effective 6.26.2015*