

**STATE AND FEDERAL GOVERNMENT AND ADMINISTRATIVE PRACTICE  
CERTIFICATION STANDING COMMITTEE POLICIES**

**100 ADMINISTRATION**  
**200 CONTINUING LEGAL EDUCATION**

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**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.** Members must make every effort to attend in person meetings and conference calls to participate in the responsibilities of the committee. A member who is unable to participate in a meeting or call must report his or her absence to the staff liaison in advance.

**1.04 Application Review.** At least two (2) committee members must review each application submitted. 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 set forth in BLSE Policy 2.14. Committee members shall not review an application submitted by a member of the reviewer's family or a member of a reviewer's law firm, governmental agency or other organization.

**200 CONTINUING LEGAL EDUCATION**

**2.01 Accreditation Standards**

(a) A sponsor seeking course accreditation for certification in state and federal government and administrative practice must be recognized within the legal profession as an organization established with one of its purposes to offer continuing legal education benefiting practitioners with substantial involvement in this specialized field of law.

(b) Course instructors shall be individuals with substantial, practical or academic experience in the field of state and federal government and administrative practice. Instructor's qualifications and appropriate background information shall be set forth in the application for certification credit.

(c) To receive accreditation, a course should challenge the intellect of an active practitioner who devotes 50% or more of his/her time to practice in the field of state and federal government and administrative practice, has done so for a

minimum of five years, and who possesses the special knowledge, skills and proficiency which colleagues recognize as above average and which would qualify him or her as a state and federal government and administrative practice specialist. As a threshold matter, the course must require and reflect analysis and preparation and be of such quality as to enhance the proficiency of a Board Certified State and Federal Government and Administrative Practice lawyer.

- (d) To be eligible for state and federal government and administrative practice certification credit, a course or activity must be devoted to matters involving the:
  - (1) adjudication of state or federal government entity actions including contracts, licenses, orders, permits, policies, or rules;
  - (2) legal issues associated with state or federal rulemaking;
  - (3) litigation in state or federal court regarding government entity actions including contracts, licenses, orders, permits, policies, or rules;
  - (4) appearing before or presiding as an administrative law judge, arbitrator, hearing officer, or member of an administrative tribunal or panel over a dispute involving an administrative or government action; or
  - (5) preparation of legal instruments associated with state or federal governmental entity actions including contracts, licenses, orders, permits, policies, or rules.

**2.02 Credit Assignments.** The course or activity level will govern the credit assigned.

- (a) Advanced education is given full (100%) of the maximum number of credit for state and federal government and administrative practice certification.
- (b) Intermediate education is given full (100%) of the maximum number of credit for state and federal government and administrative practice certification.
- (c) Basic education is given half (50%) of the maximum number of credit hours available for state and federal government and administrative practice certification.

**2.03 Individual Credit Activities**

- (a) Teaching Credit. Teaching state and federal government and administrative practice related courses in an approved law school or other graduate level program will qualify for credit in accordance with BLSE Policy 5.10(b).

(b) Graduate Law School Attendance Credit.

1. Credit may be earned through successful completion of graduate law school courses related to state and federal government and administrative practice.
2. Credit shall be 2 times the university assigned quarter hour or 3 times the university assigned semester hour. No single course approved for credit may exceed 50% of the required hours for certification or recertification.
3. Graduate non-law and undergraduate courses shall not be considered for state and federal government and administrative practice.

(c) Individual Study Credit. Individual study may be granted credit through the use of audio and or videotapes approved for state and federal government and administrative practice certification credit. Credit for these activities shall be the same as that given the live presentation.