



# CLE RULES AT A GLANCE

- Active members of the bar are required to complete at least three (3) credit hours of approved Continuing Legal Education (CLE) during each annual reporting period. At least once every three years active members shall complete one (1) credit hour of approved ethics or professional responsibility education. This credit hour shall count toward the annual CLE requirement.
- According to RSCH22(a), "Continuing Legal Education" or "CLE" is any legal educational activity or program that is designed to maintain or improve the professional competency of lawyers or to expand an appreciation and understanding of the ethical and professional responsibility of lawyers and is approved for credit by the Hawaii State Bar, including those listed in Rule 22(b) of these Rules.
- According to RSCH22(b), "Ethics or professional responsibility education" means those courses or segments of courses devoted to: (1) the Rules of Professional Conduct; (2) the professional obligations of the lawyer to the client, the judicial system, the public and other lawyers; (3) substance abuse and its effects on lawyers and the practice of law; or (4) client trust administration, bias awareness and prevention, and access to justice.
- Members are required to keep all certificates of completions and records of attendance for at least three years, per RSCH 22(d). The HSBA does not maintain records of continuing education credits for individual attorneys. Bar members must certify compliance on the annual registration statement and also produce proof of hours by certificates of completion if requested for a random, compliance or status change audit.
- Active members may carry forward a maximum of three (3) excess CLE credit hours completed during the previous calendar year.
- Inactive members who subsequently elect active status trigger the "3 within 3 months" rule and are required to complete and report to the Bar three (3) credit hours of CLE within three months of electing active status per RSCH Rule 22(i), of that total, including at least one (1) credit hour in ethics or professional responsibility education. Credits completed for this requirement may count toward the annual CLE requirement. The CLE Board has interpreted RSCH Rule 22(i) to also apply to resumption of active status from disciplinary and administrative suspensions.
- Newly licensed members who elect **active** status upon admittance to the Bar are exempt from the CLE requirement for the year in which they are admitted. However, these members are required to complete the mandatory Hawaii Professionalism Course prior to December 31<sup>st</sup> of the year following the year active status was elected pursuant to RSCH 1.14. Please note, if a newly licensed member elects **inactive** status upon admittance to the Bar, the RSCH 1.14 Mandatory Hawaii Professional Course is not yet triggered until **active** status is elected.
- Full time federal judges, magistrate judges, bankruptcy judges, U.S. Court Federal Claims judges, full time state court judges and administrative law judges are exempt from the CLE requirement.
- Failure to comply with the CLE requirement may result in an administrative suspension until the credit hour deficit is cured. The "catch up" credit hours used to bring a member into compliance may not be used to fulfill the current year requirement.

For more information or answers to additional questions please contact:

Debbie Blanton

MCLE Administrator

[dblanton@hsba.org](mailto:dblanton@hsba.org)

Phone: (808) 792-7348 Fax: (808) 521-7936