

# Guidelines for Calculating Credit

1. Sixty minutes equals one credit.
2. The following are not counted for credit:
  - a. coffee breaks
  - b. introductory remarks
  - c. keynote speeches
  - d. business meetings

3. Credits are determined by the following formula:

$$\begin{array}{r} \text{Total minutes} \\ \text{of approved} \\ \text{instruction} \end{array} \quad - \quad \begin{array}{l} \text{breaks} \\ \text{opening and} \\ \text{closing} \\ \text{remarks,} \\ \text{keynote speeches,} \\ \text{business meetings} \end{array} \quad \div \quad 60 \text{ minutes} \quad = \quad \begin{array}{l} \text{Maximum} \\ \text{CLE} \\ \text{credits} \\ \text{for} \\ \text{attendance} \end{array}$$

4. The credits merely reflect the maximum that may be earned. Only actual attendance earns credit.