



# NATIONAL ASSOCIATION OF HEARING OFFICIALS

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## OBTAINING CLE CREDIT HOURS FOR NAHO CLASSES

The National Association of Hearing Officials is a small, nationwide, non-profit organization with no paid employees. All the work of the organization is performed by its twelve-member Board of Directors and other members who volunteer their time to benefit the organization and their colleagues who are members.

NAHO does not have the budget or personnel to pre-certify every professional development class that it offers in every state where NAHO has members. However, NAHO classes are routinely accepted for CLE credits by all states.

The procedure for obtaining CLE credits for NAHO classes is essentially the same as the procedure for obtaining CLE credits for attending courses at other national educational entities like the National Judicial College.

NAHO class and conference attendees always receive certificates of completion for their attendance. To obtain CLE credit, please provide your local continuing education commission with the following:

- (1) Certificate of completion for the class or conference;
- (2) A listing or description of the class or conference content (posted on the NAHO website or on the virtual conference platform prior to class);
- (3) Biography of the presenter(s) (posted on the NAHO website or on the virtual conference platform prior to class); and
- (4) *If requested* by your commission, a PDF of the PowerPoint presentation or other print materials provided in conjunction with the class or conference (provided via email or posted on either the NAHO website or virtual conference platform).

NAHO keeps attendance records for all of its educational programs. In the event of an audit by your bar association, NAHO would be able to confirm your class registration and attendance.