

# New Lawyer Program



KENTUCKY BAR ASSOCIATION

## CLE for Beginners



June 11, 2026

Presented by:  
The Kentucky Bar Association  
Continuing Legal Education Commission

**©2026 by the Kentucky Bar Association Continuing Legal Education Commission**

**Caroline J. Carter, Laura Cole, Cassie H. Cooper, and Lori J. Reed, Editors**

**All rights reserved**

**Published June 2026**

**Editor’s Note:** These *New Lawyer Program* handbook materials are intended to provide current and accurate information about the subject matter covered as of the original publication date. No representation or warranty is made concerning the application of legal or other principles discussed by the instructors to any specific fact situation, nor is any prediction made concerning how any particular judge or jury will interpret or apply such principles. The proper interpretation or application of the principles discussed is a matter for the considered judgment of the individual legal practitioner. The faculty and staff of the *New Lawyer Program* disclaim liability therefor. Attorneys using these materials or information otherwise conveyed during the program, in dealing with a specific legal matter, have a duty to research original and current sources of authority. In addition, opinions expressed by the authors and program presenters in these materials do not reflect the opinions of the Kentucky Bar Association, its Board of Governors, Sections, Divisions, Committees, or members.

***The Kentucky Bar Association would like to give special thanks to the volunteer authors who contributed to these program materials.***

I. OVERVIEW

- A. Supreme Court Rules pertaining to CLE can be found on the [Kentucky Bar Association \(KBA\) website](#). They begin at [SCR 3.600](#) and go through [SCR 3.695](#).
- B. The annual requirement for Kentucky attorneys is 12 total credits, of which at least 2 must be ethics. [SCR 3.645\(1\)](#).
- C. The educational year runs from July 1st to the following June 30th. [SCR 3.645\(1\)](#).
- D. The deadline to **complete attendance** is June 30th. [SCR 3.645\(1\)](#).
- E. The deadline to **report attendance** for credits earned by June 30th is the following August 10th. Therefore, the reporting deadline for the July 1, 2025 - June 30, 2026 educational year is August 10, 2026. Any attendance reports received after August 10th must be accompanied by a \$50 late fee per certificate. Credits earned during this time period cannot be reported after June 30, 2027, even with the late fee. [SCR 3.645\(2\)](#).
- F. Members may carry forward up to 2 years' worth of CLE credits (24 total credits, of which 4 may be ethics). [SCR 3.645\(3\)](#).
- G. Kentucky is on a 60-minute hour (note that some states measure credit "hours" in 50-minute increments). Kentucky also rounds to the nearest quarter-hour. [SCR 3.645\(2\)\(a\)](#).
- H. All CLE attendance credits earned should be submitted through the CLE Member Portal accessible on your dashboard or at <https://kybar.org/CLE>.
- I. Up to 12 credits per educational year may be earned by preparing materials for or teaching/presenting at an accredited CLE program. These credits should also be reported through the KBA website CLE Member Portal. [SCR 3.655\(2\)\(b\) & \(c\)](#).
- J. There is no limit on how many credits you may earn through on-demand programming.
- K. Members may apply for up to 2 credits for approved public speaking or public service activities related to the practice of law each educational year. [SCR 3.655\(2\)\(f\)](#).
- L. Members may apply for up to 6 credits per educational year for qualified legal writing. [SCR 3.655\(2\)\(e\)](#).

---

<sup>1</sup> Revised June 2026.

- M. Members and sponsors of programs may apply for accreditation of a program to see if it qualifies as CLE. The application for program accreditation is electronic through the KBA website. [SCR 3.660\(1\)](#).

Required attachments/information for applications for accreditation:

1. Bios of speakers/presenters;
2. Time-specific agenda or outline;
3. Short description of the written materials made available to attendees at or before the time of the program; and
4. Payment of the required fee (varies for program sponsors (see website and Rule) but is always \$20 for members).

- N. Exemptions from the Annual Mandatory Requirement

1. Temporary Hardship Exemption. [SCR 3.665\(2\)\(b\)](#).

An attorney may be granted a temporary hardship exemption for one educational year based upon an application showing "undue hardship by reason of disability, sickness, or other clearly mitigating circumstances." Typically, this exemption is granted based upon medically-related factors (suffered by the applicant or applicant's family member) and supporting documentation is required. All exemptions and extensions may be applied for through the KBA website CLE Member Portal, <https://kybar.org/CLE>.

2. Permanent Hardship Exemption. [SCR 3.665\(2\)\(b\)](#).

Grounds are the same as above, but the disability is permanent in nature (almost exclusively medically-related), and the exemption is carried forward until removed. Documentation is required.

3. Non-Practice Exemption. [SCR 3.665\(2\)\(a\)](#).

Available to those who do not practice law in Kentucky.

4. Judicial Exemption. [SCR 3.665\(1\(a\) & \(b\)\)](#).

Available to Kentucky and federal judges, as well as Kentucky and federal administrative law judges.

O. Extensions of Time to the Annual Requirement

1. Hardship Time Extension. [SCR 3.670\(1\)](#).

Granted to members who can show "hardship or other good cause clearly warranting relief." Documentation is required. Again, it is usually medically-related.

2. Non-Hardship Time Extension. [SCR 3.670\(2\)](#).

Available if members cannot show the good cause required to qualify for a Hardship Extension. The fee for obtaining this extension is \$250 for complete applications received by August 15th following the end of the educational year; \$350 for complete applications received by September 15th following the end of the educational year; and \$500 for complete applications received by October 15th following the end of the educational year. No applications for extensions will be accepted after October 15th following the end of the educational year for which the extension is sought.

P. Where to Find Information about CLE Programming

1. KBA website, <https://kybar.org/CLE>.

2. [Bench & Bar](#) Magazine.

3. KBA eNews and CLE Newsletter emailed to all members monthly.

4. Contact regional/local law schools and bar associations to determine if they are sponsoring any upcoming programming.

5. Many sponsors offer on-demand program subscriptions.

Q. You can check your CLE record online at the [KBA website](#). Please select the "CLE Member Portal" option from your dashboard or on the [CLE main page](#).

R. Important KBA CLE Events

1. The KBA Annual Convention is held in May or June each year. Information regarding Annual Convention can be found on the KBA website. This year's program will be held on June 11 & 12, 2026, at the Northern Kentucky Convention Center in Covington.

2. The Kentucky Law Update program series is offered each fall in part as a live program in each Supreme Court District throughout the Commonwealth and in part as a pre-recorded, on demand program. The KBA will post registration information for the program online in July. Information will also be provided in the [Bench & Bar Magazine](#), the KBA eNews, and the CLE newsletter.

3. The KBA holds a Learn & Earn virtual lunchtime series on the second Tuesday of each month at noon ET. This series features exciting speakers and topics that you won't want to miss. If you miss a live event, you can purchase [previously recorded programs](#). Upcoming speaker lineups can be found in the KBA eNews and the CLE newsletter.

## II. EVERYTHING YOU NEED TO KNOW ABOUT EARNING CLE

Now that you are a member of the KBA, one of the most important requirements you must meet each year is completing Continuing Legal Education (CLE) credits. [SCR 3.645](#) requires that all members of the KBA complete a minimum of 12 CLE credit hours, including 2 ethics hours, each educational year. Sometimes there is confusion regarding the 2 ethics hours that are required. They are not additional hours above the 12 hour requirement; they are included in the 12 hour total. The educational year for Kentucky begins July 1st and ends the following June 30th. It is within this time that you are required to earn your mandatory minimum annual CLE hours.

### A. KBA CLE Department

The CLE office is staffed Monday through Friday from 8:00 a.m. until 4:30 p.m. (ET) to answer questions you may have. One of the most valuable references you can utilize is the KBA website, <https://kybar.org/CLE>. You can check your CLE record, report credits, apply for accreditation of programs, register for KBA CLE programs, or take online CLE programs through the website.

### B. Reporting Continuing Legal Education Credits

#### 1. Certification of attendance.

In order to receive credit for attending the programs you complete, you must submit your credits through your online CLE Member Portal accessible through the KBA website.

#### 2. Accreditation of programs.

You may only receive credit for completing programs that are accredited by the KBA and have been assigned an Activity Number. If a program you have attended or wish to attend has not been accredited by the KBA, there is an easy process you can follow to submit the program for accreditation through the KBA website CLE Portal. The application requires: (1) a time-specific agenda, including topics presented; (2) a brief description of written materials provided to attendees at or before the time of the program; (3) brief speaker bios; and (4) a non-refundable application fee of \$20.

#### 3. Members completing or participating in an approved activity will be granted one credit for each 60 minutes of actual instruction time.

4. Time limitations.

Certification of a CLE program should be submitted to the CLE Department upon completion of a CLE activity at any time during the educational year (July 1st - June 30th). The last date to submit CLE certifications without a penalty is August 10th immediately following the educational year in which the activities were completed. After August 10th, credits for the immediately preceding year may still be submitted with a \$50 per program late reporting fee. No credits for programs older than the current and immediately preceding educational year will be accepted.

C. Ways to Earn Your CLE

Listed below are some of the most popular methods of completing CLE. For a complete list of qualifying Continuing Legal Education activities, please refer to [SCR 3.650](#).

1. Attend a live CLE program.

There are many CLE providers who regularly provide opportunities for attorneys to earn their educational hours.

As a new member of the KBA, you may not be aware of the CLE program that is offered by the KBA each fall at no cost to its members. The Kentucky Law Update is held each year at various locations throughout the Commonwealth. There is at least one program offered in each of the seven Supreme Court Districts. The live Kentucky Law Update is a one-day program and will provide six to eight hours of CLE programming. There is no registration fee for members of the KBA in good standing. Kentucky is one of a few MCLE states to provide CLE free of charge to its members in good standing.

2. On-demand CLE.

You also can earn all the required 12 CLE hours each educational year by completing online, pre-recorded CLE available on-demand. Completing CLE online offers certain benefits in addition to convenience, such as finding courses in practice areas of your choice, access to nationally acclaimed speakers and programs, and 24-hour availability. The KBA offers several programs available for viewing through the KBA website, including the remaining hours of the Kentucky Law Update, which is available from September 1st to December 31st each year. In addition to the on-demand programs the KBA offers, there are links available to other online providers that can be accessed from this site.

3. Public speaking/service activity.

The KBA promotes community interaction with the legal profession by awarding a maximum of two CLE credit hours for preparation and participation in public speaking activities related to the practice of law and law related matters. Methods of public speaking eligible for these credits include teaching or participating as a panel member, mock trial coach, seminar leader for law-related education activities, or for public service speeches to civic organizations and school groups on legal subjects. Members may not be compensated for these activities and are required to submit a copy of the materials presented at the event. This is a positive way to give back to your local community and earn CLE credits at the same time.

4. Teaching a CLE program.

Teaching/presenting accredited CLE programs is another way to earn credits toward your annual requirement. If you serve as a panel member or a seminar leader for an accredited activity, you can earn one credit for each two hours spent in preparation, up to a maximum of 12 credits per educational year. You will also qualify for credits for your actual presentation time. The best way to become involved in teaching and presenting at CLE seminars is to volunteer. Each year, the KBA recruits many volunteers to assist with CLE programming. You may also try contacting your local bar or joining a KBA section or specialty organization that regularly provides CLE programming.

5. Legal writing.

Members may earn CLE credits for publication of a legal writing up to a maximum of six credits per year. A legal writing is a publication which contributes to the legal competency of the applicant or other attorneys or judges and is approved by the CLE Commission. Writing for which the author is paid cannot be approved. One credit is granted for each two hours of actual preparation time including research, writing, and editing.

6. Audio recordings.

Members can obtain CLE credits by listening to accredited digital audio recordings. Several providers supply recordings in a variety of formats for purchase or for a minimal rental fee.

7. Teleseminars.

Accredited CLE teleseminars occur by telephone conference at scheduled times. Participants register in advance and are given a telephone number to call at the scheduled time. The KBA offers numerous CLE teleseminar programs through the website.

8. Webcasts or simulcast programs.

Live webcast (both audio and video) and simulcast programs are other means of completing the mandatory CLE requirement.

D. Regulation of Continuing Legal Education Compliance

1. Deadlines and reminders.

In order to assist members in tracking their yearly CLE attendance, courtesy reminders are sent to all members who have not yet completed the annual educational requirement. These courtesy reminders are emailed each spring prior to the end of the educational year as a service to KBA members. A second courtesy reminder is emailed each July, again, to those members who have not yet met their annual CLE requirement. While the deadline for timely completion of CLE is June 30th, members have until August 10th following the end of the educational year in which to report attendance that was timely completed. Please mark emails with the **kybar.org** domain as safe so you do not miss important reminders and notifications from the Kentucky Bar Association.

2. CLE records.

Members may access their CLE record at any time via the CLE Member Portal, which is accessible on the member dashboard or at <https://kybar.org/CLE>. This gives each member the opportunity to review his/her record. Please notify the KBA CLE Department if you notice any mistakes or discrepancies in your record. Also, if you have completed programs that are not on your record, you can report them at that time.

3. Non-compliance.

Non-compliance with the CLE requirement is grounds for suspension from the practice of law in Kentucky ([SCR 3.675](#)), and KBA members are suspended each year for this reason. Please do not ignore any communication that you receive from the KBA. If you find that you are unable to complete the minimum annual educational requirement, there are several options available. Extensions and exemptions that may be available to you are detailed previously in these materials and on the KBA website.

**A REMINDER:** Any change of address or email address must be reported to the KBA. The KBA must have a current record of your physical address and email address where you wish to receive your KBA correspondence, and it is your responsibility to keep the association informed. [SCR 3.035](#) includes the provision that a member shall upon a change of address notify the KBA Director within 10 days of the new address. Member profiles may be edited through the KBA website.

## **I. BACKGROUND AND INTRODUCTION**

It is generally accepted that there is a need for efforts to be made to ease the transition from the study of the law to its practice, thereby promoting professionalism and competence in new attorneys and increasing client satisfaction and confidence in newly licensed lawyers. In the past, as was the case in many professions and trades, an apprentice-type relationship would be utilized to train new attorneys and provide them with the lessons and knowledge hard learned by those who had gone before them in their chosen profession. This is still often the method of training utilized by law firms. However, opportunities for mentorship do not arise as naturally as in past years. More attorneys are establishing solo practices or even working in virtual settings, thus handicapping their ability to learn from more experienced attorneys. In addition, the growth in the legal profession and the specialized nature of law practice today can make it more challenging to introduce new attorneys to the legal community and guide them through the transition to law practice.

Several years ago, the KBA implemented a pilot mentorship program, which has undergone several iterations over the years as more knowledge was gained on the effectiveness of voluntary programs and the need for access to multiple mentors. What has developed is a modern, effective information and advisory hub for Kentucky's new lawyers, administered by KBA staff. The website is called Great Place to Start Resource Center for New Attorneys in Kentucky, or "[KBA GPS](#)".

## **II. OVERVIEW**

### **A. Main Page**

The main page for the GPS site provides a description of the resources and services available through the site. The site is also searchable. Many of the resources offered through the site are links and information you may find elsewhere. The benefit of the GPS site is that these useful resources and links may all be accessed through one central location, thus making the site a "Great Place to Start" when you are looking for information and assistance.

### **B. Services**

The services offered through the site are the "Lawyer to Lawyer" service and the "Find a Mentor" service. In order to utilize these services, you need to create an account by completing the online registration form, including your name and email address. Once completed, the form is submitted to CLE staff, who will verify that you are a KBA member and have been a member for five years or less. Staff will then send a response email verifying your login name and password, or an email notifying you that you do not qualify or that more information is needed to process the request. KBA

---

<sup>1</sup> Updated January 2026.

member attorneys of five years or more will be asked to contact the Director for CLE and request an exception to utilize the service.

## Mentor Program - GPS

For Members > Member Services > Mentor Program > GPS

Mentor Program - GPS
> Volunteer Advisors
Employee Assistance Program
Member Benefits And Discounts



Welcome to the Kentucky Bar Association's Great Place to Start resource center dedicated to providing attorneys in Kentucky, who are seeking advice and guidance, with resources to connect with experienced attorneys willing to provide support, thereby promoting professionalism and competence in attorneys and increasing client satisfaction and confidence.

The resource center offers a Find a Mentor service through which attorneys may connect with experienced attorneys for in-person mentoring and support and a Lawyer to Lawyer service which allows attorneys to contact Attorney Advisors via email and/or telephone for assistance with questions. In addition, for your convenience, other KBA resources are listed below, which include links to information about confidential support for impairment issues (KYLAP), Ethics Hotline, and requests for advisory opinions.

### Need some guidance?

Many of us could benefit from having a mentor or advisor to guide, counsel and encourage us. Between the Find a Mentor and Lawyer to Lawyer services, you are sure to find the advice or answers you are looking for. In order to utilize these services, you need to complete the [GPS Services Request Form](#). Once completed, the form is submitted to staff, who will verify that you are a KBA member and process your request. Staff will then send a response email verifying your request has been received and processed. You may then use the Find a Mentor and Lawyer to Lawyer services.

[GPS Services Request Form](#)

### 1. Lawyer to Lawyer.

The Lawyer to Lawyer service is a means by which you will be able to call or email properly vetted, volunteer "Attorney Advisors" to seek advice or guidance in the practice of law in Kentucky. This list is comprised of volunteers who have been practicing attorneys in Kentucky for at least five years and are willing to serve in this capacity. The volunteer attorneys complete an online form which includes areas of interest and practice as well as practice location. All volunteer forms are reviewed to ensure that the attorney is in good standing with the KBA and does not have pending disciplinary issues. The main list of available volunteer attorneys is available as a sortable list by name and Supreme Court District.

## Lawyer to Lawyer

The Lawyer to Lawyer service is a great way to get advice from experienced Kentucky lawyers. These attorneys are volunteer attorney advisors, who have agreed to answer questions submitted to them by email or telephone regarding the practice of law in Kentucky.

How does the Lawyer to Lawyer service work?

Kentucky attorneys [sign up](#) to become volunteer attorney advisors. The experienced attorney's name and information will be added to the list of attorney advisors made available. KBA members, who have completed the [GPS Services Request Form](#), needing advice may view the Attorney Advisors list to locate an advisor. Once found, the attorney needing assistance may then ask an attorney advisor questions via telephone and/or email. Attorneys should be aware of the dictates of attorney-client privilege and utilize hypotheticals when appropriate.

KBA members who have completed the [GPS Services Request Form](#) and who have received notification that the form has been processed must be logged in to the website to view the Attorney Advisors List.



### 2. Find a Mentor.

The Find a Mentor service allows you to choose a mentor from a pool of properly vetted Kentucky attorneys with at least five years of experience, who have volunteered to go beyond answering a few email and telephone inquiries. Volunteer mentors are willing to meet with and advise you on an ongoing basis if requested to do so. The scope and duration of this mentor/mentee association will be entirely flexible and determined by the needs and requests of the mentees. Recruitment of mentors is undertaken in the same manner as solicitations for Attorney Advisors. The main list of mentors is available as a sortable list by name and Supreme Court District.

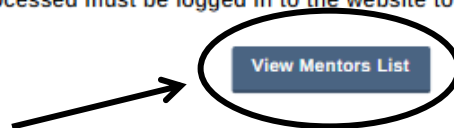
## Find a Mentor

The Find a Mentor service is designed to connect experienced attorneys with attorneys who are pursuing advice with substantive law questions and looking for guidance in balancing the personal and professional demands of the practice of law. The mentor attorneys have agreed to make themselves available to licensed Kentucky attorneys to provide advice and guidance regarding the practice of law in Kentucky when requested. Such advice and guidance regarding practicing law in Kentucky may be in the form of telephonic communications, email, in person meetings, shadowing to court, etc.

How does the Find a Mentor program work?

Kentucky attorneys sign up to become mentors. The experienced attorney's name and information will be added to the list of mentors made available. KBA members, who have completed the [GPS Services Request Form](#), looking for guidance may view the list to locate a mentor. Once a mentor is found, the mentee may then initiate first contact with the potential mentor. This self-initiated contact from mentees to potential mentors may involve a single issue, or entail a more lasting, formal mentor relationship. The limits of the relationship are determined by the preferences of the participants.

KBA members who have completed the [GPS Services Request Form](#) and who have received notification that the form has been processed must be logged in to the website to view the Mentors List.



### C. Additional Information and Resources

The KBA website provides shortcuts to other helpful resources. These include helpful links to Ethics Opinions, Unauthorized Practice Opinions, Kentucky and Supreme Court Rules, mental health assistance, practice management information, and much more.

There are separate links for Kentucky Court Rules, which provide useful information regarding the District and Circuit Courts, the Court of Appeals, and the Supreme Court. There is also a link to the AOC website and forms. These online resources are available to the public without having to become a registered user.



# KENTUCKY LAW UPDATE 2025

ADVANCING THE PROFESSION THROUGH EDUCATION

9 SINGLE-DAY PROGRAMS OFFERED AROUND THE STATE

MORE DETAILS & REGISTRATION

- Dashboard
- Career Center
- CLE
- Courtnet and eFiling
- Membership Information and Requests >
- Member Services >
- Office of Bar Counsel >
- Rules & Ethics Information >
- YLD
- KYLAP – Confidential Support
- Reinstatement and Restoration >
- Additional Information and Resources >**
- Closed and Abandoned Practices >
- Free Trust Accounting & Billing Software

- Expense Reimbursement
- Donated Legal Services
- Mediation/Arbitration of Disputes Among Attorneys

g/For-Members/Additional-Information-and-Resources

## Additional Information and Resources

For Members > Additional Information and Resources

CONNECT WITH KBA MEMBERS	ETHICS & PROFESSIONALISM	PRACTICE MANAGEMENT	REINSTATEMENT & RESTORATION
ONLINE RESOURCES	OTHER INFORMATION	ATTORNEY MENTAL HEALTH ASSISTANCE	DISASTER RECOVERY

### Practice Management

- Checklist for Engagement Letters
- Checklist to Obtain Client Informed Consent Under 3.130(1.7)
- A Guide to Closing a Law Practice
- Legal Forms
- Courtnet and eFiling
- Member Benefits
- Resources for Attorneys Providing Legal Services to Veterans

### Other Information

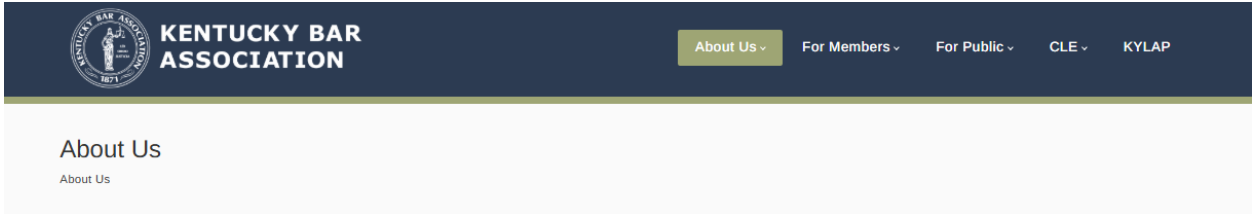
- Kentucky Bar Association Diversity Study of Attorneys and Judges Final Report
- Kentucky Bar Association Diversity Study of Attorneys and Judges Executive Summary
- Judicial Evaluations
- 2023 Rural Practice Survey Results
- What Attorneys and Clients Need to Know About Section 1140 of the Social Security Act

### Online Resources

- Supreme Court Rules
- Kentucky Revised Statutes
- Kentucky Rules of Civil Procedure
- Kentucky Rules of Criminal Procedure
- Kentucky Administrative Regulations

D. Contact and Other Information

Information is continually added and updated on the KBA website. If you have a suggestion for content, a question about current listings, or a general comment, feel free to contact the KBA staff listed under the “About Us” tab. They will be happy to assist or find the answers you seek.



About the Kentucky Bar Association

The Kentucky Bar Association is an independent agency of the Supreme Court of Kentucky. Its authority to regulate the legal profession in Kentucky, delegated by the Kentucky Supreme Court through rules, is derived from the Kentucky Constitution. Currently, the KBA serves approximately 19,581 active and inactive Kentucky licensed attorneys.

