

MEMORANDUM

TO: Active Members Filing Amended Reports of Compliance

FROM: Mary A. Germack, Executive Director

SUBJECT: Instructions for Filing Amended Reports of Compliance

Definition: An amended report of compliance is one that seeks to change a report of compliance previously submitted.

When May A Report be Amended: A report of compliance may be amended within one year from the date that the original report was approved by the Commission or one (1) year from the filing deadline for the original report (March 1st) whichever date is later.

Instructions: Members wishing to file amended reports should: (1) obtain a copy of the reporting form for the year concerned (you may obtain a copy of the previously filed compliance report from the Commission's web site at www.commcle.org under "Check MCLE Credits") (2) include on the amended report all information that was on the original report except any information necessarily excluded due to the amendment (for example, if a member is amending a report to eliminate credit for a seminar which he/she did not attend but which was inadvertently included on the original report); (3) add any additional information; (4) include a letter/note of explanation if it would serve to assist the Commission's staff in understanding an amendment; (5) forward the resigned/notarized amended report to the Commission along with filing fee (currently \$50.00 - check may be made payable to the Commission on CLE).

Questions: Members are invited to call or write the Commission if they have any questions pertaining to amended reports.

MAG/ldw