

**SAMPLE CERTIFICATE**

\*\*\* NAME OF PROVIDER HERE \*\*\*

Certificate of Attendance

Course Title: \_\_\_\_\_

Course Type: \_\_\_\_\_

Date: \_\_\_\_\_ Start/Finish Times: \_\_\_\_\_

Location: \_\_\_\_\_

In its entirety, this program may provide a total of \_\_\_\_\_ CLE credit hour(s) based on a 60-minute hour.

Of this total, \_\_\_\_\_ hour(s) may be applied to professional responsibility.

Introductory remarks, keynote addresses, business meetings, breaks, receptions, etc. are not to be included in the computation of credit.

\_\_\_\_\_  
Provider Representative

\_\_\_\_\_  
Attendee's Signature

Do not return this form to the State Bar unless you are audited.  
You are only required to file the Affidavit of Compliance on an annual basis.

**THE STATE BAR OF ARIZONA DOES NOT MAINTAIN  
CLE RECORDS FOR ATTORNEYS**

**KEEP THIS IN YOUR CLE FILE**

REMINDER: To ensure compliance with Rule 45(f), Ariz. R. Sup. Ct., records of continuing legal education are to be maintained by the member for three years after the filing of your annual MCLE affidavit. Records may be maintained in an electronic format. Record retention requirements for other MCLE jurisdictions is the responsibility of the member to determine.