



# NCBA FOUNDATION CLE ORDER FORM

**CUSTOMER INFORMATION** • Duplicate this form for additional registrants and make a copy for your records.

For MCLE Credit list both: NC State Bar No.: \_\_\_\_\_ NCBA Member No.: \_\_\_\_\_

PRINT Full Name: \_\_\_\_\_

Firm/Agency Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box No.: \_\_\_\_\_  
(Necessary for Book/DVD orders)

City, State, ZIP Code: \_\_\_\_\_  Check here if new information on any line.

I am a:  CLE Passport Holder

\$75 Tuition:  Judge (NCBA Member)  Clerk of Court (NCBA Member)  Law Professor (NCBA Member)

\$25 Tuition:  NCBA Paralegal Student Member  NCBA Law Student Division Member

## ORDER DETAILS

Program No.	Title	Location	Date	Cost
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
PROGRAM TOTAL:				\$ _____

## BOOKS, DVDS AND CDS • Can't attend the program? Order the materials!

(Materials not available until after live program date. Allow 2-4 weeks for delivery of printed materials, DVDs and CDs.)

Book No.	Title	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

*Shipping & Handling	Book/CD/DVD Subtotal:	\$ _____
• Code A: Up to 2 items = \$5.99; 3 or more items = \$13.99	*Shipping & Handling:	\$ _____
• Code B: Up to 2 items = \$9.99	**6.75% Sales Tax:	\$ _____
• Code A item + Code B item = \$9.99	BOOK/CD/DVD TOTAL:	\$ _____
**6.75% North Carolina sales tax calculated on item cost plus S&H		

## ORDER TOTAL • Please enter your program and book/CD/DVD totals from the above sections and add together.

PROGRAM TOTAL:	\$ _____
BOOK/CD/DVD TOTAL:	\$ _____
<b>ORDER TOTAL:</b>	<b>\$ _____</b>

## PAYMENT

Check Enclosed (Payable to the NCBA Foundation)  Visa  MasterCard  American Express

Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please mail this completed form to NCBA Foundation, Attn: Accounting • P.O. Box 3688, Cary, NC 27519, or fax to 919.677.1774.



# Register

**REGISTRATION CATEGORIES** | The following registration category fees include your State Bar MCLE fee, digital materials and lunch (where included) at the live programs:

**NCBA Section Members** | Section members receive a discount off the regular member rate on section-planned CLE programs. If you are not a member of the indicated section and wish to join, you may do so at the time of program registration.

**NCBA Members** | Receive reduced registration fees.

**Full-Time LANC Attorneys (NCBA Members)** | Attorneys who are full-time Legal Aid attorneys and members of the NCBA may attend most CLE programs at a reduced tuition rate. Please check program brochure for tuition and exceptions.

**NCBA Paralegal Division Members** | NCBA non-attorney Paralegal Division members receive reduced registration fees. Please check program brochure for tuition and exceptions.

**First Year Licensed in NC (NCBA Members)** | First year attorneys licensed to practice in NC (who are also NCBA members) receive a reduced registration fee of \$99 for live and video replay programming (maximum of 7.0 credit hours) in the first year of membership with the NCBA. Some exclusions apply.

**CLE Passport** | You must have paid the Passport enrollment fee for that enrollment year. Please note 1 token equals 1 passport hour. This category is subject to certain restrictions. Call the CLE Department for more information.

**Non-Members** | Are welcome to register and attend any of the CLE programs. Non-members may join the NCBA and register at the member rate.

**Purchasing Program Materials** | Program materials are available after the initial live program date for purchase in the CLE Bookstore. Program materials are available in a digital download, printed format or both when purchased after the live program date. Allow two to four weeks for delivery of printed materials. If you are attending a video replay program and considering purchasing program materials for that program, please read the information under *Video Replays*.

**Digital Program Materials** | Effective July 1, 2015, all CLE program materials are 100% digital. Digital materials will be available to download to your device from your NCBA account up to seven (7) days prior to the CLE program. Please download your materials in advance and bring that device to the CLE program. If you have any questions or would like assistance, please contact the CLE Department.

*The following registration categories do not include MCLE fees:*

**Judges** | You must be a member of the NCBA.

**Clerks of Court** | You must be a member of the NCBA.

**Law Professors** | You must be a full-time professor at an ABA-approved law school, or a law school seeking ABA accreditation, and a member of the NCBA.

**Law Students and Paralegal Division Students** | You must be a member of the NCBA Law Student or Paralegal Student Division.

**CLE Scholarships** | A limited number of scholarships are available to members in financial need. Contact Membership Services at 1.800.662.7407 or email [akemple@ncbar.org](mailto:akemple@ncbar.org).

**MCLE Credit** | The North Carolina Bar Association Foundation (NCBAF) is an accredited CLE sponsor under the Mandatory CLE Regulations promulgated by the Board of Continuing Legal Education of the NC State Bar. These programs have been approved (but not sponsored) by the Board for the designated number of CLE hours. The NCBAF is also an accredited sponsor for mandatory CLE in other states. It remains the responsibility of each attorney to maintain

## FOUR EASY WAYS TO REGISTER:

**PHONE:** 919.677.8745 or 800.228.3402

*(Credit Card Only)*

**FAX:** 919.677.1774 *(Credit Card Only)*

**WEB** [www.ncbar.org/CLE](http://www.ncbar.org/CLE) *(Credit Card Only)*

**MAIL** NCBA Foundation, Attn: Accounting  
P.O. Box 3688, Cary, NC 27519-3688

records of his or her attendance at CLE programs for purposes of the annual report required by the State Bar. MCLE credit will be reported only if NC State Bar number is provided.

**REGISTRATION INFORMATION** | Registrations (including door registrations) are limited to available space. Available space at the NC Bar Center includes a live overflow room with video simulcast. Your registration form and check must be received one week prior to the program date to qualify for the Early Bird Discount. Registrations received after this time or at the door are charged the regular tuition. *Please note: CLE hours and tuition are approximate until individual program brochures are published. In the event of price discrepancies, you will be invoiced for or refunded the difference.*

**Method of Payment and Registration** | Payment can be made by VISA, MasterCard, American Express or check payable to the NC Bar Association Foundation. Register by phone, fax, mail or online. Please note: CLE Hours and tuition are approximate until individual program brochures are published. In the event of price discrepancies, you will be invoiced for or refunded the difference.

**Cancellations** | Cancellations must be received by 9:00a on the third working day prior to the program in order to qualify for a refund (less \$75 administrative processing fee).

**Transfers** | Registrants wishing to transfer their registrations from a Live program, Video Replay, Webcast, Webinar or Phone/Audio Streaming Program may do so without penalty within three (3) working days after the program concludes. A registration may be transferred ONCE. Registrants may not transfer to or from an Online CLE program, a Webcast or Webinar done with a third-party vendor.

**Video Replays** | All program materials for Video Replay programs are 100% digital. Program materials may be downloaded to your device up to seven (7) days from the date of the program. Be sure to bring that device to your Video Replay program. Attendees opting to purchase printed program materials for a Video Replay program MUST call the CLE Department no later than seven (7) days before the program. The materials are sold at NCBA Foundation cost for printing and shipping. The materials will be shipped to the purchaser's address of record in our system. Receipt of the materials cannot be guaranteed by the date of the program: we have no control over mailing timeframes once the materials have shipped. Early registration is requested for Video Replays to ensure space. NC State Bar rules require a minimum number of active State Bar members to register before MCLE credit will be given for a Video Replay. The NCBA Foundation reserves the right to cancel any video program prior to the program date if registrations do not meet this requirement. CLE hours of Video Replays are subject to change.

**Persons with Disabilities** | We make every effort to ensure that our programs are held in facilities which are fully accessible to persons with disabilities. If you plan to attend our program and need special facilities or assistance relating to a disability, please contact the CLE Department at least one week prior to the date of the program.