

Labor and Employment Law Annual Audit: Specialist Certification

Applicant Lawyer Full Name

Firm Name

Business Address

City

State

Zip

Business Phone

Website

eMail

Check box to indicate you have revised contact information.

To maintain your specialist certification you must:

1. Complete this Annual Audit form
2. Include a check for annual fee. Check made payable to MSBA.

Standards and Requirements for Certification and Recertification (“Standards”) require disclosure of conduct. A record of discipline or failure to make accurate disclosures may constitute grounds for decertification.

View Standards at <https://www.mnbar.org/docs/default-source/certification/cert-le-100-stds.pdf>.

Private Attorney		Public Attorney <i>(Lawyer employed exclusively by a government agency full- or part-time, includes faculty at public universities and colleges.)</i>	
MSBA Member	not a MSBA Member	MSBA Member	not a MSBA Member
\$150	\$165	\$75	\$90

Annual Audits received after January 1, 2019 will be subject to a \$15 late fee.

(Office Use Only)	Application No.	Payment	Date Filed	Date Notified
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Mail this Application, Attachments and fee to the following address, no later than January 1, 2019:

Minnesota State Bar Association

Certified ▲ Specialist

600 Nicollet Mall, Suite 380
Minneapolis, MN 55402-1039
612-278-6318 | www.mnbar.org

If you have questions, please contact Susan Koplin, Certified Legal Specialists Director, (612) 278-6318 or skoplin@mnbar.org.

AUDIT QUESTIONS

Good Standing.

Are you currently licensed and on active status as a Minnesota attorney? YES NO

If you answer **NO**, you must explain on a separate sheet and attach it to this audit.

Substantial Involvement:

1. Date admitted to practice _____
2. Attorneys admitted between six and nine years—Since your last application or annual audit or recertification application, have you devoted at least 75% of your practice to the area of labor and employment law as defined in the Standards? YES NO
3. Attorneys admitted 10 years or longer—Since your last application, annual audit or recertification application, have you devoted at least 60% of your practice to the area of labor and employment law as defined in the Standards? YES NO

If you answer **NO**, you must explain on a separate sheet and attach it to this audit.

Disclosure of Conduct:

1. Were you convicted of a crime, excluding misdemeanor traffic offenses, since your last application, audit or recertification? YES NO
2. Has any malpractice claim against you or against your firm involving you been made since your last application, audit or recertification? YES NO
3. Has any public disciplinary sanction been imposed against you in any state of licensure since your last application, audit or recertification? YES NO

If you answered **YES**, to any of the questions regarding Disclosure of Conduct, you must complete and attach a Disclosure of Conduct Statement with this audit. (Download form CERT LE-107 at <http://www.mnbar.org/docs/default-source/certification/cert-le-107-conductac47ec356b9f476398d2a4452da25fc2.pdf>.)

A record of discipline or failure to disclose any of the information requested above may constitute grounds for denial of your application or subsequent decertification.

Continuing Legal Education:

Board Certified Specialists must complete thirty (30) approved CLE credit hours in labor and employment law per three (3)-year reporting period. Any ethics and bias credits counted toward the Certified Legal Specialists CLE credits requirements must be specifically related to labor and employment law or labor and employment trial skills.

If this was your CLE reporting year, please attach a copy of your report to the Minnesota Board of Continuing Legal Education or OASIS printout.

2018 was NOT my CLE reporting year. My next reporting year is: _____

2018 was my CLE reporting year. I have attached my list of courses.

VERIFICATION AND RELEASE

I have carefully read the foregoing and certify that the information is true. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in decertification. Further, I authorize all persons, firm officers, corporations, associations, organizations, educational institutions, governmental agencies and instrumentalities (including bar associations, bar examiners, and boards of professional responsibility), employers, references, business and professional associates (past and present) to release to the Minnesota State Bar Association Certified Labor and Employment Certification Board, Minnesota State Bar Association staff, and the Minnesota State Board of Legal Certification, all relevant documents, records or other information that may be requested in the investigation of my continuing satisfaction of the standards for certification.

Date: _____

Signature of Board Certified Specialist

Printed Name of Board Certified Specialist