

PBI Course Materials Checklist

All jurisdictions require: “thorough, high quality, readable, useful, and carefully prepared instructional materials”.

It is our goal is to provide materials that exceed these requirements.

Why make these changes?

1. Ensure thorough preparation by both PBI and our speakers.
2. Provide attendees with materials that are useful after the course is completed.
3. Allow MCLE Boards to evaluate the quality of PBI courses and confirm that the content is appropriate for accreditation purposes.



Completed course materials are due 45 days before the event.

A few ideas for course material development:

✓ Course-Specific Article

Written specifically for the presentation, with a title that matches, the article must be authored or adopted by the speaker and cover the topics in the course agenda.

✓ Slides Used During Presentation

The slides must be distributed to attendees before the course and need to be robust and informative. We recommend a minimum of 30 slides per 60 minutes of CLE.

✓ Paper with Supplemental Materials

An original paper referencing cases, statues, and/or previously published papers. Include discussion of the supplemental materials in course discussion.

How to Use Supplemental Materials:

Cases or Statutes

Provide a white paper or comprehensive slide deck that describes the relevance of the cases or statues to the discussion.

Hypotheticals

Accompany with thorough written responses to the hypotheticals with discussion points.

Bibliographies or Lists of Other Reference Materials

Pair with instructional materials or a robust slide deck. List of other resources are considered supplemental materials.

Sample Pleadings

Add context and original, detailed discussion points to round out the samples.

Best Practices: We recommend a minimum of 10 pages of materials for each hour of CLE content.