

NEW YORK SKILLS COMPETENCY REQUIREMENT
FOR ADMISSION TO PRACTICE AS AN ATTORNEY AND COUNSELOR-AT-LAW
IN THE STATE OF NEW YORK

**Request To Earn Applicable Credits Through Law School Certified Non-Credit Bearing
Summer Employment, Including Certification By Supervisor**

INSTRUCTIONS

All applicants for admission to practice as attorneys in New York State must satisfy the [New York Skills Competency Requirement](#) as defined and required by Court of Appeals Rule § 520.18 prior to being admitted. Applicant may earn up to six of the fifteen required credits through law school certified non-credit bearing summer employment supervised by an attorney in good standing in any state or territory of the United States or the District of Columbia. Applicant must submit a form affidavit for experience that applicant is using to earn credits through law school certified non-credit

bearing summer employment and must secure the certification of the individual who supervised the work. All applicants should refer to the [Frequently Asked Questions about New York Skills Competency Requirement](#) for further information. The applicant must provide the information requested on page one of the form, and then have the form notarized. After the form is notarized, the attorney who supervised the applicant's work must then complete the Supervisor Certification on page two.

PLEASE PRINT OR TYPE THIS FORM

To Be Certified Under Oath By Applicant:

NAME OF APPLICANT

ADDRESS OF APPLICANT

CITY / TOWN

STATE

ZIP

COUNTRY (IF NOT USA)

NAME OF ORGANIZATION/DEPARTMENT WHERE EXPERIENCE WAS COMPLETED

SUPERVISING ATTORNEY

ORGANIZATION/DEPARTMENT ADDRESS

STATE

ZIP

COUNTRY (IF NOT USA)

ORGANIZATION PHONE

E-MAIL

Dates of Service: From (mm/dd/yyyy):

To (mm/dd/yyyy):

Number of Hours Completed:

50-99

100-149

150-199

200-249

250-299

300+

All applicants must provide a description of the nature of the work completed. If applicant performed the work outside the United States, complete details must be included about the type of work performed, the nature of the program and where the work was performed. (Attach additional sheets if needed.)

State (Country) of: _____)
_____) ss:
County (City) of: _____)

I (*print name*) _____, swear (or affirm) that the foregoing information is true and accurate to the best of my knowledge.

Signature of Applicant: _____

Subscribed and sworn to or affirmed to me _____ day of _____ in the year 20____.

Notary Public* (Affix seal or stamp.)

* If this affidavit is sworn to outside the United States, its commonwealths, territories or possessions, and the attesting officer is not a notary public, attach a certificate of the attesting officer's authority to attest to or witness the signature of the affiant in the jurisdiction.

Supervisor Certification (To be completed by supervisor)

I HEREBY CERTIFY

(a) that I have read the foregoing affidavit of compliance and (b) that the applicant has accurately described the circumstances, timing and nature of the work described therein No Yes;

(b) that applicant's duties were satisfactorily performed: No Yes;
If 'no,' applicant's performance was not satisfactory in the following respects:

c) that the work experience:

- a. provided the student with an initial orientation session No Yes;
- b. implemented a system for assignments that assured that the student was actually engaged in the performance of legal work, including a diversity of tasks, as part of the ongoing practical work of the law office during normal business hours and throughout the required period No Yes;
- c. provided the student with experience and guidance in the skills and values required for basic competence and ethical participation in the legal profession No Yes;
- d. gave the student timely oral and written feedback No Yes;
- e. engaged the student in reflection on his/her experiences and learning during the employment No Yes.

ATTORNEY SIGNATURE

PRINT ATTORNEY NAME

DATE

ATTORNEY TITLE

ATTORNEY EMPLOYER

JURISDICTION WHERE ADMITTED TO PRACTICE LAW

E-MAIL

TELEPHONE