

APPENDIX A
The Supreme Court of South Carolina
Commission on Continuing Legal Education & Specialization
PO Box 2138
Columbia, SC 29202
Telephone (803) 799-5578

\$50 APPLICATION FEE
MUST ACCOMPANY
ALL APPLICATIONS

UNIFORM APPLICATION FOR ACCREDITATION
OF CONTINUING LEGAL EDUCATION ACTIVITY

Course No. _____

NOTICE OF DECISION

(To be completed by the state accreditation office and returned to the applicant.)

The following action has been taken on this application:

To the State of: _____

1. Name & address of organization providing or sponsoring the activity (not the name of person applying):

- APPROVED for _____ CLE credits, including _____ Ethic credits.
- ACCREDITATION DENIED. Reference _____
- RETURNED for more information. Please complete each item on this form indicated by the number(s) circled below:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
- REFERRED to CLE regulatory meeting on Date _____ CLE Staff

Telephone (____) _____

2. Title of educational activity: _____

3. Date(s) and location(s): _____

4. Registration fee: _____ 5. Writing surface available? Yes No

6. Method(s) of presentation: faculty in room with participants satellite/microwave
 telephone to broadcast site discussion leader present
 videotape presentation audiotape presentation

7. Type of Law Code(s): 1. ____ 2. ____ (Optional) 3. ____ (Optional) (See Reverse for List)
Difficulty Level: __ Beginner __ Intermediate __ Advanced

8. Advertised to: Lawyers Others – specify _____

9. List any admission restrictions: _____

10. "In-House activity" requirements (see local rules to determine applicability): open/publicized to outside lawyers outsiders are ____% of faculty

11. Method of evaluation: participant critique independent evaluator
 none other: _____

12. Description of materials to be distributed: Total pages _____ looseleaf bound
When are materials distributed? before program at program other _____

13. **REQUIRED ATTACHMENTS** to this application: 14. Total **MINUTES** of instruction, not including breaks, meals or introductions:
a. time schedule (brochure, course outline, course description) General (non-ethics) _____
b. table of contents or equivalent Ethics _____
c. faculty name(s) and credentials (if not in brochure or description) Specialty or JCLE _____
d. complete set of materials **TOTAL** _____
e. fee (only in states where required)

15. Approval by other states: Granted by: _____
Denied by (state reasons) _____

16. Submitted by: employee of sponsor/provider individual lawyer

SPONSOR'S OBLIGATIONS (does not apply to individual applicants): Sponsor acknowledges & agrees to comply with all applicable local rules and regulations listed on the back side of this form or attached hereto.

NAME, TITLE & ADDRESS of person applying _____ Signature _____
if different from sponsoring agency DATE: _____

Accreditation Standards

The following standards will be considered by the Commission in granting, denying, or withdrawal of accreditation of sponsors, programs, or parts of programs:

- A. Courses must have significant or practical content;
- B. Subject matter must deal primarily with the theory, practice or ethics of law and the legal profession;
- C. Courses must be directed to and intended for an audience of lawyers or judges;
- D. Faculty members must be qualified by practical or academic experience to teach the subject;
- E. High quality written materials must be distributed to participants;
- F. Suitable classroom or laboratory setting must be provided for participants;
- G. Ethical considerations pertaining to the subject matter should be included in the program;
- H. Audi-visual and Media Presentations.
 - 1. Audio-visual or media presentations, including telephone and on-line seminars, are acceptable as follows:
 - (a) A faculty member is in attendance or available by telephone hook-up to comment and answer questions; or
 - (b) Other appropriate mechanisms, as determined by the Commission, are present to enable the attendee to participate or react with the presenters and other attendees. Appropriate mechanisms include quizzes or examinations, response tracking, user prompts, and instant messaging.
 - 2. In addition to meeting the standards of A through G above, audio-visual or media presentations must:
 - (a) Utilize some mechanism to monitor course participation and completion in such a manner that certification of attendance is controlled by the provider. Courses must not be susceptible to a "fast forward" finish by attendees;
 - (b) High quality written materials must be available to be downloaded or otherwise furnished so that the attendees will have the ability to refer to such materials during and subsequent to the presentation;
 - (c) Telephone and on-line educational activities must be pre-approved by the Commission;
 - (d) Telephone activities will be accredited for actual time spent to a maximum of 90 minutes per activity and on-line educational activities, to include live webcasts, will be accredited for the actual time spent to a maximum of 6 hours per activity; and
 - (e) Providers shall furnish to the Commission password and/or log-in capabilities for accredited programs. Access will allow for review of course mechanisms, such as interactive functionality. Any such activity may be audited by 1 or more representatives of the Commission without charge.
 - 3. CLE credit earned through audio-visual or media presentations and applied to the annual 14 hours minimum requirement shall not exceed 6 hours of credit per annual reporting period.
- I. A list of course/program attendees must be kept and retained for 2 years to assist the Commission in verifying course attendance; and
- J. A written report of attendees shall be submitted to the Commission within 30 days of the course/program.

IN-HOUSE CLE RESTRICTIONS

In-House CLE. In-House CLE, which is defined as CLE courses, training, programs, etc. sponsored or offered by law firms (individually or collectively), corporate legal departments, and similar organizations (but excluding public/governmental organizations and their subdivisions, agencies, etc.) primarily for the education of their members and employees, may be approved for credit under the rules and regulations applicable to other sponsors, subject to the following additional conditions:

- (1) The courses shall be submitted for approval on a course-by-course rather than an approved-sponsor basis;
- (2) The courses, including all written materials related thereto, must be filed with the application for accreditation on or before the date on which the course is to be held.;
- (3) The courses must be attended by at least 5 attorneys, not including the instructor; and
- (4) No more than one-half of the approved credit for any reporting period may be earned through in-house programs.

LAW TYPE LISTING

ACRONYM	TYPE OF LAW
ADM	Administrative
MARI	Admiralty/Maritime
ADR	Alternative Dispute Resolution
ANTI	Anti-Trust
APPEL	Appellate Advocacy
BANK	Banking
BKY	Bankruptcy Debtor/Creditor
BUS	Business
CIV	Civil Rights
COM	Commercial
COMM	Communication/Telecommunication
COMP	Computer
CON	Constitutional
CONSTR	Construction
CONS	Consumer
CONT	Contracts
CORP	Corporations/Franchise/Partnerships
CRIM	Criminal
DAM	Damages
DEPO	Depositions
DISC	Discovery
DUI	DUI
EDU	Education/School
ELDER	Elder
LABOR	Employment/Labor
ENT	Entertainment/Sports
ENV	Environmental
EPP	Estate Planning/Probate
EVID	Evidence
ETH	Legal Ethics/Professional Responsibility
FAM	Family/Domestic Relations
FED	Federal Law - Civil/Criminal
FINAN	Finance
GEN	General Practice
GAL	Guardian Ad Litem
HEA	Health/Hospital/Medical
IMMIG	Immigration
IND	Indian
INS	Insurance
INTEL	Intellectual/Patent/Copyright
INTER	International
LOAN	Loans
LPM	Law Practice Management
LMAL	Legal Malpractice
MMAL	Medical Malpractice
MED	Mediation/Arbitration
MIL	Military
MSC	Miscellaneous
MUN	Municipal/Government
PUTIL	Public Utility
REAL	Real Estate
REL	Religion
SEC	Securities
SKL	Skills Training
SSEC	Social Security
SUB	Substance Abuse
TAX	Taxation
TECH	Technology Training
TORT	Torts
TRAN	Transportation
TRIAL	Trial Advocacy
UNEMP	Unemployment Compensation
WCOMP	Workers' Compensation