

APPLICATION TO THE STATE OF:				MCLE STATE NOTIFICATION OF ACCREDITATION			
1 SPONSORING ORGANIZATION INFORMATION				To be completed by the MCLE State regulatory agency and returned to applicant.			
NAME				Course Number: _____ Date: _____			
ADDRESS				The following action has been taken on this application:			
STREET				<input type="checkbox"/> APPROVED for a total of _____ CLE credits Including _____ Ethics Credits			
CITY		STATE		ZIP		Other Credit Breakdown: _____ (if applicable)	
TELEPHONE		FAX		<input type="checkbox"/> NOT APPROVED (See comments below or additional information attached.)			
2 TITLE OF EDUCATIONAL ACTIVITY				<input type="checkbox"/> RETURNED for the request of additional information. Please complete each item on the form as indicated by the numbers circled below.			
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16			
3 DATE(S)		LOCATION(S)		<input type="checkbox"/> SPONSOR APPLICATION FEE \$50.00			
4 REGISTRATION FEE:				<input type="checkbox"/> INDIVIDUAL ATTORNEY APPLICATION FEE \$25.00			
5 WRITING SURFACE AVAILABLE: <input type="checkbox"/> Yes <input type="checkbox"/> No							
6 METHODS OF PRESENTATION:							
<input type="checkbox"/> Faculty in Room with Participants		<input type="checkbox"/> Telephone to Broadcast Site		<input type="checkbox"/> Live Web Cast			
<input type="checkbox"/> Interactive Video		<input type="checkbox"/> Satellite		<input type="checkbox"/> Other:			
<input type="checkbox"/> Audio Presentation		<input type="checkbox"/> Videotape Presentation					
<input type="checkbox"/> Internet On-Demand (Interactive)		<input type="checkbox"/> Discussion Leader present					
7 TYPE OF LAW CODE(S): (see attached list)							
1.		Additional Codes Optional: 2.		3.		4.	
DEGREE OF DIFFICULTY: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> All Levels							
8 ADVERTISED TO: <input type="checkbox"/> Lawyers <input type="checkbox"/> Clients <input type="checkbox"/> Others (Specify/Indicate %)							
9 LIST ANY ADMISSION RESTRICTIONS:							
10 IN-HOUSE ACTIVITY INFORMATION (See Local Rules for Applicability)							
Open/Publicized to Outside Lawyers <input type="checkbox"/> Yes <input type="checkbox"/> No							
Outsiders are _____ % of Faculty & Clients are _____ % of audience							
If not open, please specify reason:							
11 METHOD OF EVALUATION: <input type="checkbox"/> Participant Critique <input type="checkbox"/> Independent Evaluator <input type="checkbox"/> None <input type="checkbox"/> Other:							
12 MATERIALS DESCRIPTION							
Total Pages: _____		<input type="checkbox"/> Loose leaf		<input type="checkbox"/> Bound		<input type="checkbox"/> No materials supplied	
Distributed: _____		<input type="checkbox"/> Before Program		<input type="checkbox"/> At Program		<input type="checkbox"/> Other:	
13 REQUIRED ATTACHEMENTS TO THIS APPLICATION:				APPLICANT INFORMATION (please print)			
a. Time Schedule/Agenda (Brochure, Outline, Description)				Sponsor Representative			
b. Table of Contents				Name:			
c. Faculty Description				Title:			
d. Complete Set of Materials and Fees (Only in states where required)				Complete the following if filed by individual attorney:			
14 CREDITS REQUESTED:				Attorney Name:			
Indicate minutes of instruction not including breaks, meals or introductions:				Address:			
General/Substantive: _____				City:		State: Zip:	
Ethics: _____				Contact Number:			
Substance Abuse: _____				Email:			
Other: _____							
Total: _____							
15 ACCREDITATION BY OTHER STATES:							
GRANTED:							
DENIED:							
16 SUBMITTED BY: <input type="checkbox"/> Course Sponsor <input type="checkbox"/> Individual Lawyer				SIGN HERE			
Please Complete and sign Applicant Information →				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