



**Uniform Application for Approval of Continuing Legal Education
Supreme Court of South Carolina
Commission on Continuing Legal Education and Specialization
Post Office Box 2138, Columbia, South Carolina 29202
950 Taylor Street, Suite 120, Columbia, SC 29201**

APPLICATION TO THE STATE OF SOUTH CAROLINA		MCLE STATE NOTIFICATION OF ACCREDITATION FOR OFFICE USE ONLY		
1	SPONSORING ORGANIZATION INFORMATION		COURSE NUMBER: _____ SPONSOR CODE: _____ The following action has been taken on this application: APPROVED for a total of _____ CLE Credits including: _____ Ethics Credits _____ SA/MH Credits _____ Other Credits (if applicable) <input type="checkbox"/> SPONSOR APPLICATION FEE \$75.00 <small>(NONREFUNDABLE)</small> Check Number: _____ <input type="checkbox"/> INDIVIDUAL ATTORNEY APPLICATION FEE \$25.00 Check Number: _____ <input type="checkbox"/> ACCREDITED SPONSOR <i>Please allow up to 3 weeks processing time, and 3-6 weeks processing time during compliance reporting season (January - April)</i>	
	NAME OF ORGANIZATION			
	STREET ADDRESS			
	CITY	STATE		ZIP
	TELEPHONE	FAX		
EMAIL				
2	TITLE OF EDUCATIONAL ACTIVITY			
3	DATE(S)	LOCATION(S) / PLATFORM IF ONLINE*		
	<small>*COMPLETE ATTACHMENT (A)</small>			
4	REGISTRATION FEE			
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 Webcast or Webinar* <input type="checkbox"/> Interactive Video* <input type="checkbox"/> Teleconference* <input type="checkbox"/> Other: _____ <input type="checkbox"/> Audio Presentation* <input type="checkbox"/> Satellite (Please Specify) <input type="checkbox"/> Internet On-Demand (Interactive)* <input type="checkbox"/> Discussion Leader Present <small>*COMPLETE ATTACHMENT (A)</small>			
7	TYPE OF LAW CODE(S) (Please see attached list)			
	1.	Additional Codes Optional:	2.	3.
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 Appendix C to Part IV, SCACR for applicability)			
	Open/Publicized to Outside Lawyers <input type="checkbox"/> Yes <input type="checkbox"/> No Clients are _____ % of audience.			
11	MATERIALS DESCRIPTION <input type="checkbox"/> No Materials Supplied			
	Materials Will Be Distributed <input type="checkbox"/> Before Program <input type="checkbox"/> At Program <input type="checkbox"/> Other: _____			
12	REQUIRED ATTACHMENTS TO THIS APPLICATION:			
	a. Time Schedule/Agenda (Brochure, Outline, Description)	SPONSORS COMPLETE THE FOLLOWING:		
13	CREDITS REQUESTED Indicate minutes of instruction not including breaks, meals or introductions:		Contact Name:	
	General/Substantive: _____	Ethics: _____	Title:	
Specialization**:	Substance Abuse/Mental Health:	INDIVIDUAL ATTORNEYS COMPLETE THE FOLLOWING:		
Other: _____	TOTAL: _____	Attorney Name and SC Bar #:		
Bankruptcy: _____	Employment & Labor Law: _____	Street Address:		
Taxation: _____	Estate & Probate Law: _____	City, State, Zip:		
		Contact Phone #:		
		Email:		
14	ACCREDITATION BY OTHER STATES		Sign Here:	
	GRANTED:	DENIED:	Date:	

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Instructions for Submitting a Uniform Application for Approval of CLE

1. Complete the Uniform Application for Approval.
2. Attach all necessary materials and submit them with the application. Materials include but are not limited to the following:
 - a. Time Schedule/Agenda (Brochure, Outline, Description)
 - b. Table of Contents
 - c. Faculty Biographies
 - d. Course Materials
 - e. Attendance (if a post-dated submission)
3. If requesting accreditation of an alternatively-delivered program (online/telephonic), please complete Attachment (A) and submit the form with your application packet.
 - a. **You must submit alternatively-delivered programming applications in advance of the start date of the program.**
4. Mail the application and any attachments with the appropriate application fee. Make checks or money orders payable to: SC Commission on CLE.
 - a. Individual Attorney Submission - \$25.00 fee
 - b. Sponsor Submission - \$75.00 nonrefundable fee
5. Following the review of your Uniform Application for Approval, the Commission will email the notice of approval, which will contain detailed credit information. The approval notice will be sent to the email address listed on the application.
6. Within thirty (30) days of the end of the course or viewing of the on-demand program, you must submit the program's attendance using the Commission's Excel spreadsheet. The spreadsheet is available on the Commission's website by selecting Commission Regulations and Forms / Commission Forms / Attendance Reporting Excel Spreadsheet. Email the attendance list to commcle@bellsouth.net.

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Attachment (A) – Alternately-Delivered* Program Format Information

**Alternately-delivered programming includes live and on-demand webcasts/webinars and teleconferences.*

1. List the name and version of the online platform you are using to host this program.

2. Does this program use pop-up codes, mandatory polling, Q&A's, or quizzes throughout and/or at specific times during the program for attendees?

3. Do attendees have to repeat words or “raise hands” in a polling feature to verify attendance participation? If so, how frequently?

4. Is this program interactive? If so, please specify how you ensure that the attendees are engaging and interacting with the program beyond a unique log-in link and password.

5. Do you use any additional methods to monitor and verify Bar members' attendance and participation?

6. As the sponsor, what are attendees required to provide to certify their completion of the program/course? For example, must attendees return code words, be polled, or take quizzes? If so, what is the percentage of correct polling/codes/quizzes that qualifies an attendee to receive credit?

APPENDIX C
REGULATIONS FOR MANDATORY CONTINUING LEGAL EDUCATION FOR JUDGES, MEMBERS
OF THE SOUTH CAROLINA BAR,
AND FOREIGN LEGAL CONSULANTS

V. Accreditation Standards

A. Standards.

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

1. Courses shall have significant intellectual, educational, or practical content, and their primary objective shall be to increase Bar members' professional competence.
2. Subject matter must deal primarily with the theory, practice, or ethics of law and the legal profession.
3. Courses must be directed to and intended for an audience of lawyers or judges.
4. Faculty members must be qualified by practical or academic experience to teach the subject.
5. High quality written materials must be distributed to participants.
6. Traditional CLE courses or activities, such as live presentations and video replays, shall be conducted in a suitable classroom setting conducive to learning.
7. Ethical considerations pertaining to the subject matter should be included in the program.
8. The course must consist of not less than thirty (30) minutes of actual instruction in order to qualify for educational credit.
9. The sponsor shall keep accurate attendance records and retain them for a period of at least two (2) years. Additionally, sponsors shall maintain copies of the Uniform Application for Approval for a period of one (1) year following course accreditation.
10. The sponsor shall report attendance in a form or manner prescribed by the Commission within thirty (30) days of the end of the course. The attendance report shall include the course number assigned by the Commission and the attendees' names and South Carolina Bar numbers.
11. The sponsor shall provide attendees with an evaluation form to complete and shall retain this information for period of two (2) years following the course. The Commission shall make available sample evaluation forms for use by sponsors.
12. The sponsor shall retain course material for a period of two (2) years following the course.
13. The sponsor shall not advertise course accreditation until the course is approved by the Commission. Course advertisement shall include a representation of the level of instruction, e.g. introductory, intermediate, advanced, or multiple levels.
14. Sponsors shall offer assistance to any attorney with a dispute regarding the administration, representation, or content of a course. Disputes are to be resolved between the attorney and the sponsor.
15. The Commission has the authority to audit, examine, inspect, and review the operations of sponsors, including instructors, classes, curricula, teaching materials, and facilities, to assure compliance with the applicable South Carolina Appellate Court Rules and these Regulations. Sponsors have the obligation to provide the Commission, upon request, with such information and documents concerning their operations.
16. Failure to comply with sponsor requirements, or other good cause shown, may result in the Commission's denial or revocation of a course accreditation, or denial of future accreditation of the sponsor's courses, or any other sanction deemed appropriate by and in the discretion of the Commission.

B. Accreditation of Online and Telephone Courses.

1. Online and telephone courses, including teleseminars, teleconferences, webcasts, webinars, and on-demand courses are acceptable provided:
 - (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 interact 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 Paragraph (A), above, online and telephone courses:
 - (a) Shall utilize some mechanism to monitor course participation and completion in such a manner that certificate of attendance is controlled by the provider. Courses shall not be susceptible to a "fast forward" finish by attendees.

APPENDIX C (Continued)

- (b) High quality written materials shall be available to be downloaded or otherwise furnished so that attendees have the ability to refer to such materials during and subsequent to the presentation.
 - (c) The Uniform Application for Approval of an online/telephone course shall be received and approved by the Commission before the start of the course.
 - (d) Telephone courses will be accredited for the actual time spent to a maximum of ninety (90) minutes per activity, and online courses, to include live webcasts, will be accredited for the actual time spent to a maximum of eight (8) hours per activity.
 - (e) Sponsors shall furnish to the Commission password and/or log-in capabilities for accredited courses. Access will allow for review of the course mechanisms, such as interactive functionality. Any such activity may be audited by one or more representatives of the Commission without charge.
 - (f) Online and telephone courses must be submitted for accreditation on a prospective basis. Retroactive requests for accreditation of these courses will be denied.
3. CLE credit earned through online or telephone courses and applied to the annual fourteen (14) hour minimum requirement shall not exceed eight (8) hours of credit per reporting year.

IN-HOUSE CLE RESTRICTIONS

IV. Hours and Accreditation

D. In-House CLE.

1. In-house CLE, which is defined as CLE courses, training, and programs sponsored or offered by law firms (individually or collectively), corporate legal departments, and similar organizations primarily for the dictation 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:
 - (a) Courses shall be submitted for approval on a course-by-course basis.
 - (b) The Uniform Application for Approval, including all written material, must be received by the Commission on or before the date on which the course is to be held.
 - (c) The course must be attended by at least five (5) lawyers, not including the instructors.
 - (d) Not more than one-half of approved credits for any annual reporting year may be earned through in-house courses.
 - (e) In-House courses must be submitted for accreditation on a prospective basis. Retroactive requests for the accreditation of these courses will be denied.

LAW CODE LISTING (see Question 7 of the application)

ACRONYM	TYPE OF LAW
ADM	Administrative
ANIM	Animal/Farm
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
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
GOV	Government
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
ONL	Online
POL	Political/Election
PUTIL	Public Utility
REAL	Real Estate
REL	Religion
SEC	Securities
SKL	Skills Training
SOC	Social Media
SSEC	Social Security
SUB	Substance Abuse
TAX	Taxation
TECH	Technology Training
TORT	Torts
TRAN	Transportation
TRIAL	Trial Advocacy
UNEMP	Unemployment Compensation
WCOMP	Workers Compensation