



MEMBER APPLICATION FOR OUT-OF-STATE CLE ACTIVITY CREDIT

- Complete one application for each activity for which Louisiana MCLE accreditation is sought.
- Mail completed application and attachments with payment in the amount of \$20.00 for each application payable to:
 MCLE Committee
 2800 Veterans Memorial Blvd., Ste. 355
 Metairie, LA 70002

Form 3
Rev. 11/2010

PART A INSTRUCTIONS

A member may request approval of an out-of-state CLE activity if the sponsor does not apply for approval (Regulations/Rule 4.5.1). The application must include a sample brochure or course outline that describes the course content, identifies the instructors and their credentials, lists the time devoted to each topic, and shows the date and location listed on the application. A \$20.00 non-refundable application fee, payable to the MCLE Committee, and a certificate of attendance or completion of the course must also be enclosed.

In addition:

- Applications for technology driven courses **must** include provider verification of interactivity and attendance records. (Regulations/Rule 3.2(a))
- Applications for courses by law firms or corporate law departments **must** provide proof of outside advertisement in a venue similar to the MCLE Calendar. (Regulations/Rule 3.15)

Out-of-state filings must be received by the MCLE Committee by January 31 following the compliance term end. Failure to file timely will result in a \$150 delinquency penalty (Regulations/Rule 6(c)). Repeat penalties may also apply.

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department. Toll free: **(800) 518-1518**; metro New Orleans: **(504) 828-1414**; e-mail: **mcle@lascmcle.org**; or website: **www.LASCMCLE.org**.

PART B CLE ACTIVITY INFORMATION

Title of CLE Activity _____ Name of Sponsor _____

Date(s) _____ Meeting Site or Delivery Method _____ City _____ State _____ Registration Fee _____

Is the activity primarily designed for and targeted to attorneys? YES NO If "NO", describe in sufficient detail how this activity would provide continuing legal education to attorneys: _____

CREDIT HOURS: To calculate the number of credit hours, enter the total number of minutes of instruction on the first line and divide by 60 minutes. Time devoted to introductory remarks, breaks, meetings or meals does not qualify for CLE credit. In order to qualify for ethics, professionalism, or law office management, a segment must be devoted specifically to that topic and specified as such. These credits should be counted in the course's total credits.

_____ ÷ 60 minutes = _____ Ethics Credit: _____ (total minutes) None

Total Minutes of Instruction No. of Credit Hours Professionalism: _____ (total minutes) None

Law Office Management: _____ (total minutes) None

If you are seeking specialization credit for this program, please select the area of specialization below. The MCLE Committee will forward your application to the Louisiana Board of Legal Specialization for review. A separate response will be forwarded to you from the Board. An additional filing fee is not required.

Specialization Credit: Estate Planning Family Law Taxation

PART C MEMBER INFORMATION

Name of Member _____ Louisiana Bar Number _____

Street Address or P. O. Box _____

City _____ State _____ Zip _____ Telephone _____ E-mail Address _____

I attest that I did attend the above CLE activity for the full number of hours reported. I understand that a false statement or misrepresentation is subject to disciplinary action pursuant to Rule 19 of the Louisiana Rules of Professional Conduct.

Member Signature _____