

APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY

Program sponsor only: application must be submitted 30 days prior to CLE activity or late fees will apply
See SCR 3.650 and 3.660 – Qualifying Continuing Education Activities, Standards, and Procedure for Accreditation

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

2. Telephone number of provider/sponsor: _____

3. Title of educational activity: _____

4. Date of activity: _____

5. Location of activity: _____

6. Registration Fee: \$ _____

7. Method of presentation or transmission:

- Live (A “live” program takes place at a specific time and includes the opportunity to interact with or question the instructor. A video replay with a qualified attorney-facilitator, webcasts, and teleconferences are all “live” programs).
- Technological (A “technological” program is pre-recorded, available on demand, with no live interaction,)

8. **WRITTEN MATERIALS MUST BE AVAILABLE** to participants at the program in order to qualify for CLE accreditation.
Description of materials (required):

Total number of pages: _____ Looseleaf Bound Electronic No materials available

Materials to be distributed: Before program At program

(ONLY send complete set of materials if requested by the CLE Commission after receipt of application)

9. Complete this section **ONLY** if an “in-house activity” (See SCR 3.600(9) and 3.650(2)(l) to determine applicability):
a. Outsiders are _____% of faculty (*must be at least 50% to qualify for accreditation*)

10. Method of program evaluation: Participant/attendee critique/evaluation form Independent evaluator None

11. **REQUIRED ATTACHMENTS TO THIS APPLICATION – APPLICATIONS ABSENT THESE ATTACHMENTS WILL BE RETURNED TO YOU:**

1. Brochure (which includes detailed time schedule, topics and speakers); speaker bios
2. Application fee:
 - a. KBA Members: \$20
 - b. Program Sponsors: \$20 for programs two hours or less in length; \$50 for longer programs
(SPONSORS ONLY: If the application is not submitted 30 days in advance of the program, the fee doubles to \$40 or \$100, respectively).

12. Minutes of instruction, not including breaks, meals or introductions:

General: _____

Ethics: _____

Total: _____

13. Application submitted by: Representative of Sponsor/Provider Individual Attorney

a. **Name of Applicant (Print):** _____

Address if Individual Attorney: _____

Phone number: _____ KBA ID number: _____

Signature: _____ Date: _____