

## **APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY**

*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 sponsor: \_\_\_\_\_ E-mail \_\_\_\_\_

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 (only check payment is accepted, application must be sent via regular mail):

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 prior to the CLE activity, 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

**Name of Applicant (Print):** \_\_\_\_\_

**Address if Individual Attorney applicant:** \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_ KBA ID number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_