

Submit New CLE Program Application for Approval

THIS IS AN INFORMATIONAL SHEET ONLY. DO NOT SUBMIT THIS.

Click “New Application” on the CLE Provider Portal.

Sponsor Information:

- Your Sponsor Name, Name of Contact Person, Telephone, and Email will auto-populate in the “Sponsor Information” section.
- Please fill in any fields that do not auto-populate.

Submit New CLE Program for Approval

 See SCR 3.650 for programming requirements

Sponsor Information

Name of CLE Sponsor

Name of Contact Person

Telephone *

Email *

Program Information:

- Fill in the “Program Title.”
- Select the “Method of Presentation.”
 - Live – Hybrid
 - Live – Onsite
 - Live – Webcast/Teleconference
 - On-Demand

Program Information

Program Title *

Method of Presentation *

Select One...

Select One...

Live - Hybrid (on-site and webcast/teleconference)

Live - Onsite

Live - Webcast/Teleconference

On-Demand

Program Information Continued:


- If the program is On-Demand, please select education year. The date will default to 7/1 of the education year selected.

Program Information

Program Title *

Method of Presentation *

On-Demand



On-demand programs are accredited for a single educational year (July 1 through June 30) based upon approved applications. A separate application is required to request CLE accreditation per educational cycle.

Education Years *

Select One...

- If the program is Live, please enter:
 - Location City and State
 - Program Start Date

Program Information

Program Title *

Method of Presentation *


Live - Onsite

Location City *

Location State *

Select One...

Program Start Date *

mm/dd/yyyy 

Accreditation Information:

- Input the Total “Instruction Time in Minutes” (use the arrows to increase or decrease the time in 15-minute increments). The “Total Hours” will automatically calculate.
- Input the “Ethics Instructional Time in Minutes” (use the arrows to increase or decrease the time in 15-minute increments). The “Ethics Hours” will automatically calculate.

Credits Requested

Instructional Time in Minutes *

15 Minutes

Ethics Instructional Time in Minutes *

Minutes

Total Hours

0.25 Credits

Ethics Hours

0 Credits

Additional Program Information:

- Insert the total “Written Material Number of Pages.”
- Select the “Written Material Type.”
 - Bound
 - Electronic
 - Looseleaf
- Select how the materials are distributed.
 - At the time of the program
 - Before the program
- Select whether the program is an “In-house Program.”
 - SCR 3.600(9) “In-house activity” is an activity sponsored by a single law firm, single corporate law department, or single governmental office for lawyers who are members or employees of the firm, department or office.
 - If the program is an in-house activity, you will be required to list the percentage of instructional time provided by persons from outside the Sponsoring Organization. SCR 3.650(2)(i) requires that at least half the instruction hours are provided by qualified persons having no continuing relationship or employment with the sponsoring firm, department, or agency.

Additional Program Information

Written Material Number of Pages *

Written Material Type *

Select One...

Written Material Distribution *

Select One...

Is this an in-house program? ⓘ *

☐ Yes

☐ No

Required Documents:

- Upload at least one document, but as many as necessary, that includes a time-specific agenda, program description(s), and speaker information.

Required Document(s)
Please include time-specific agenda, program description(s), and speaker information.

SELECT A FILE

No File Selected

SELECT A FILE

No File Selected

SELECT A FILE

No File Selected

Optional Document

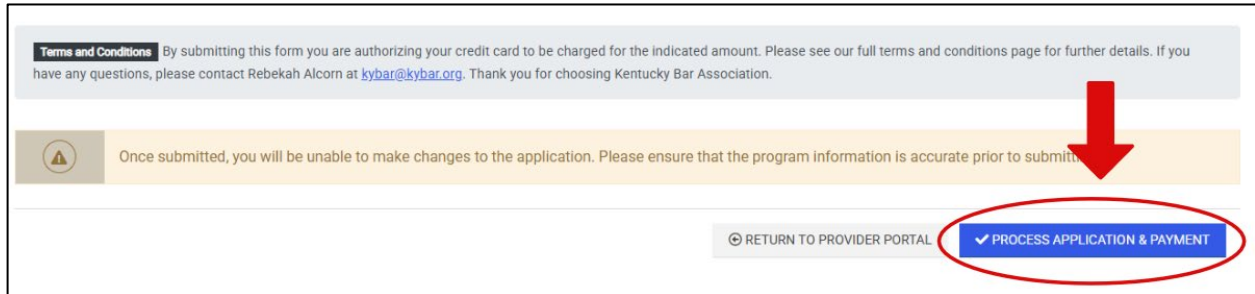
Written Materials

SELECT A FILE

No File Selected

Payment Information:

- Select "Payment Method."
 - Credit Card
 - Pay Later
- If paying by Credit Card:
 - Fill out the Credit Card Information and Billing Information.
 - Click "Process Application & Payment"
- If Paying Later:
 - Select "Submit Application and Pay Later"
 - **Please Note: Applications will not be reviewed until payment is received.**
- Once the application is submitted (whether paid or not), no changes can be made to the application. Please ensure the program information is accurate prior to submitting.



The screenshot shows a web form interface. At the top, a light blue banner contains the text: "Terms and Conditions By submitting this form you are authorizing your credit card to be charged for the indicated amount. Please see our full terms and conditions page for further details. If you have any questions, please contact Rebekah Alcorn at kybar@kybar.org. Thank you for choosing Kentucky Bar Association." Below this is a yellow warning box with a triangle icon and the text: "Once submitted, you will be unable to make changes to the application. Please ensure that the program information is accurate prior to submitting." At the bottom right, there are two buttons: a grey button labeled "RETURN TO PROVIDER PORTAL" and a blue button labeled "✓ PROCESS APPLICATION & PAYMENT". A large red arrow points down to the blue button, which is also circled in red.

Questions? Please direct all inquiries to CLE Accreditation Coordinator Clifford Timberlake, ctimberlake@kybar.org.