



APPLICATION FOR ACCREDITATION OF CLE ACTIVITY

State Bar of Texas Minimum Continuing Legal Education

P.O. Box 13007 Austin, TX 78711-3007 Street Address: 1414 Colorado St., Fifth Floor, Austin, TX 78701
Phone: 1 (800) 204-2222 ext. 1806 Fax: 1 (512) 427-4423 E-mail: mcle@texasbar.com



SUBMITTED BY: Sponsor of the CLE Activity (Complete parts A, B, C and E) Individual Attorney Seeking Credit for Out-of-State CLE Activity (Complete Parts A, B, and D)

PART A NON-ACCREDITED SPONSOR INFORMATION

SPONSOR NUMBER: _____ SPONSOR NAME: _____
CONTACT NAME: _____ PHONE: () _____ EXT: _____ FAX: () _____
MAILING ADDRESS: _____
E-MAIL ADDRESS: _____

PART B CLE ACTIVITY INFORMATION

TITLE OF ACTIVITY: _____
HOTEL/OFFICE: _____ DATE: _____ CITY: _____ STATE: _____
ADDITIONAL LOCATIONS? NO YES (Attach Schedule) TOTAL NUMBER OF ATTORNEYS EXPECTED TO ATTEND: _____
REGISTRATION FEE: _____ TOTAL NUMBER OF NON-ATTORNEYS EXPECTED TO ATTEND: _____
AREA(S) OF STUDY (Please see reverse side for areas of study): _____

CHECK ALL THAT APPLY:

METHOD OF PRESENTATION

- | | | |
|--|---|---|
| <input type="checkbox"/> IN-HOUSE ACTIVITY (Only offered to attorneys within your firm or organization) | <input type="checkbox"/> LIVE GROUP PRESENTATION | <input type="checkbox"/> OTHER: _____ |
| <input type="checkbox"/> WRITTEN MATERIALS WILL BE DISTRIBUTED | <input type="checkbox"/> GROUP VIDEO PRESENTATION | _____ |
| <input type="checkbox"/> THE ACTIVITY IS DESIGNED FOR, AND TARGETED TO ATTORNEYS | <input type="checkbox"/> GROUP SATELLITE PRES. | <input type="checkbox"/> ON DEMAND ONLINE SEMINAR |
| <input type="checkbox"/> THE ACTIVITY IS TARGETED TO OTHER PROFESSIONALS OR CLIENTS
(Attach a description of target audience) : _____ | <input type="checkbox"/> LIVE TELEPHONE/WEBCAST | |

CLE CREDIT HOURS: Calculation of CLE credit hours is based upon actual instruction time, rounded to the nearest one-quarter (.25) hour.

TOTAL MINUTES OF INSTRUCTION: TOTAL PARTICIPATORY HOURS: (TOTAL MINUTES DIVIDED BY 60) TOTAL ETHICS: (Number of ethics hours included in the total hours)

REQUIRED ATTACHMENTS: Attach an outline, agenda and/or brochure for the activity which describes the following:

- The overall objective and purpose of the program;
- The content and subject matter of each lecture and/or session;
- Names and qualifications of each speaker or presenter; and
- A timed outline or agenda which identifies the instructional time devoted to each lecture or session. The agenda should identify beginning and ending times for the program as well as scheduled breaks, lunches, opening/closing remarks and Q & A sessions.

PART C SPONSOR ACCREDITATION FEE Please select one of the following payment options

- | | |
|---|--|
| <input type="checkbox"/> Payment Option A = \$20.00 X total participatory hours (the full fee is due upon submission if Payment Option A is selected) | <input type="checkbox"/> MCLE Late Filing Fee: A \$100 late filing fee is required for applications that are not received in the MCLE office at least 15 calendar days prior to the starting date of the activity. This fee is in addition to the accreditation fee and is required even if the activity is exempt from the accreditation fee. (See MCLE Regulations, Section 10.8.9) |
| <input type="checkbox"/> Payment Option B = \$10 X the number of attorneys attending | |
| <input type="checkbox"/> Exempt (See instructions on reverse side to determine eligibility) | |

(This form cannot be returned by fax if you are required to pay an accreditation fee)

(Unless exempt, the minimum fee, regardless of the option selected, is \$50.00)

\$ _____ **AMOUNT PAID** (Including late fee if applicable) Authorized Signature _____ Date _____

PART D INDIVIDUAL ATTORNEY INFORMATION (A \$25 fee is required with each application)

ATTORNEY NAME: _____ BAR NUMBER: _____
MAILING ADDRESS: _____
PHONE () - _____ EXT: _____ FAX () - _____ EMAIL: _____
SIGNATURE: _____ DATE: _____

INDIVIDUAL APPLICATIONS FOR TELEPHONE, INTERNET OR OTHER INTERACTIVE PARTICIPATORY ACTIVITIES WILL NOT BE ACCEPTED
A \$25 FEE IS REQUIRED WITH EACH INDIVIDUAL APPLICATION. PLEASE MAKE CHECKS PAYABLE TO 'STATE BAR OF TEXAS.'

PART E ADDITIONAL FORMS REQUEST

Accreditation Application: available at www.texasbar.com/MCLE	Attendance Forms _____ Please note: submission of attendance forms requires a \$2 per attendee fee.
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Instructions

GENERAL: Please indicate at the top of the form whether this application is being submitted by a CLE sponsor/provider, or by an individual attorney. A separate application form must be completed and filed for each CLE activity or course, except when the course is repeated in exactly the same format and with identical content and only the date and location of the activity are changed for the repeat presentation. If you are a CLE sponsor or provider applying to have one of your courses accredited, you will need to complete Parts A, B, C and E of the application. If you are an individual attorney applying to have an out-of-state CLE course accredited in Texas, you will need to complete parts A, B, and D of the application. All required sections must be completed and all application fees paid upon submission of the application.

NON ACCREDITED SPONSOR INFORMATION: New sponsor and individual attorneys may leave the 'SPONSOR NUMBER' field blank. All other fields in Part A should be completed.

CLE ACTIVITY INFORMATION: Complete this section with the basic information about the program, including title, date, location and registration fee. Additional dates and locations can be submitted on an attachment. A series of CLE activities on a similar subject, or a series of similar monthly or weekly meetings, will not be considered as one activity. An application will need to be received for each activity. Please estimate the total number of attorneys and other professionals expected to attend. Area(s) of study can be found below. Please indicate the code(s) for the applicable area of study in the space provided.

METHOD OF PRESENTATION: Identify the method of presentation. Attach additional explanation if necessary.

CLE CREDIT HOURS: Calculations of CLE credit hours is based on the actual instruction time and expressed in terms of 60 minute hours, rounded to the nearest one-quarter (.25) hour. Time devoted to breaks, meals, keynote speeches, introductory and closing remarks, is excluded from the calculation. If the course schedule or agenda does not show breaks for attendees at reasonable intervals, breaks will be automatically included in staff calculation of the total number of credit hours. If any portion of the activity is devoted to legal ethics/professional responsibility, then these parts or sessions must be indicated in the course agenda before credit may be granted.

REQUIRED ATTACHMENTS: The required attachments must be submitted with the application form. Failure to submit the required documentation will result in the application being denied accreditation.

SPONSOR ACCREDITATION FEE: Sponsors who meet the following criteria, may be EXEMPT from the accreditation fee and course attendance form fee: **The CLE activity is sponsored solely by a local or district bar association, (defined as a bar association contained within a particular geographical area of a city, county or state judicial district, and is open for membership to the entire general lawyer population, within such area) AND there is no registration fee charged for attending the activity.** Otherwise a payment option must be selected. The minimum fee, regardless of payment option selected, is \$50. If PAYMENT OPTION A is selected, the entire fee is due upon submission of the application. If PAYMENT OPTION B is selected, then the minimum \$50 is required with the application. Remaining fees should be submitted with the course attendance.

INDIVIDUAL ATTORNEY INFORMATION: Individual attorneys applying for out-of-state CLE credit may skip PART C and complete PART D instead. A separate application is required for each activity. The fee for submission of the application is \$25. Applications for telephone, Internet or other interactive participatory activities require sponsor submission and cannot be accepted by individual member request.

ADDITIONAL FORMS REQUEST: Use this part of the form to request additional forms, if needed.

ACCREDITATION APPLICATIONS: Available at www.texasbar.com/mcle.

Sponsors may report attendance free of charge at the online sponsor site found at www.texasbar.com/mcle. You may request a password by email to mcle@texasbar.com. Include your name and sponsor number in your request.

Course Attendance Forms: Attendance may be submitted by sponsors via course attendance form. A \$2 per form service charge will be owed upon submission. Each sponsor should estimate the number of forms needed, and request that number of forms for their CLE activities. Course Attendance Forms should not be sent to individual attorneys and are only accepted when submitted to MCLE by CLE sponsors.

AREAS OF STUDY

Administrative and Public Law (ADM)
Admiralty and Maritime Law (MAR)
Antitrust and Trade Regulation (ANT)
Appellate Practice and Advocacy (ADV)
Aviation Law (AVL)
Banking Law (BNK)
Business Law (BUS)
Civil Liberties (CIV)
Communications and Media Law (COM)
Constitutional Law (CNL)
Construction Law (CST)
Consumer Law (CSM)
Creditor/Debtor Law (CRD)
Criminal Law (CRM)
Entertainment/Sports Law (ENT)

Environmental/Nat. Resource Law (ENV)
Estate Planning and Probate (EST)
Ethics/Professional Responsibility (ETH)
Family Law (FAM)
Government Contracts Law (GOV)
Guardianship Law (GRD)
Health Law (HEA)
Immigration/Naturalization Law (IMM)
Insurance Law (INS)
Intellectual Property Law (IPL)
International Law (INT)
Judicial (JUD)
Juvenile Law (JUV)
Labor/Employment Law (EMP)
Law Office Management (LOM)

Litigation (LIT)
Malpractice/Professional Liability (MAL)
Mediation/ADR (MED)
Military Law (MIL)
Municipal and Government Law (MUN)
Oil, Gas & Mineral Law (OGM)
Other (OTH)
Personal Injury Compensation (PER)
Practice Skills (PRC)
Real Estate (REL)
School Law (SCH)
Securities Regulation Law (SEC)
Taxation Law (TAX)
Transportation Law (TRN)