



APPLICATION FOR SPONSOR ACCREDITATION

- ◆ Complete one application for each activity; photocopies of this form are perfectly acceptable.
- ◆ Mail to: MCLE Committee
2800 Veterans Memorial Blvd. Ste. 355
Metairie, LA 70002
- ◆ For questions:
Visit our web site: lascmcle.org
Email: mcle@lascmcle.org
Phone: (504) 828-1414 or (800) 518-1518

◆ Filings must be received by the MCLE Committee no later than January 31 of the following calendar year. Failure to file timely will result in a \$100 delinquency penalty (Regulations/Rule 6).

Form 6
Rev. 11/05

Committee on Mandatory Continuing Legal Education

PART A	INSTRUCTIONS
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Regulation/Rule 4.2 Approved Sponsors:

- (a) All sponsors who seek approval for in-state CLE programming must first be approved as a provider of continuing legal education in Louisiana. An application for sponsor accreditation must be submitted with an annual \$100 nonrefundable application fee to the MCLE Committee. Upon approval of this application, the provider is conditionally approved for continuing legal education for one year. If the provider is approved for three consecutive years by the Committee, then the provider may apply for permanent approved provider status pursuant to Regulations/Rule 7.1.
- (b) Eligibility for approved provider status shall be extended to local, district and state bar associations, ABA accredited law schools, and other organizations that consistently provide CLE to the legal community. Governmental agencies offering programming to their employees and non-profit organizations who offer programs for the public benefit may be exempted from the sponsor application fee through petition to the Committee.
- (c) The Committee retains the right to refuse approval to providers who do not comply with the requirements of these rules pertaining to program sponsors.
- (d) The Committee may waive the \$100 sponsor application fee for an out-of-state provider who can demonstrate its qualifications to offer CLE on a one time only basis in Louisiana.

PART B	SPONSOR INFORMATION
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Name of Sponsor		Name of Sponsor Representative		
Street Address or P.O. Box			Email	
City	State	Zip	Telephone	FAX

List all CLE programs accredited in other states within the last two years and enclose a copy of the advertising brochure(s).

Program Name	Date	Location	Approved by (list agency)



List other accredited continuing education programs and specify the accrediting agency.

Program Name	Date	Location	Approved by (list agency)

List staff members with previous experience in continuing education (enclose bios where possible).

PART C	ACCREDITATION FEE
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If you are currently seeking credit for a program include MCLE Form 1 and all attachments as per Part D with this application. Enclose a separate check for the application fee. It will be returned to you if your sponsor application is denied.

Enclosed fees:

\$100 application fee Accreditation fee (specify amount if enclosed) \$ _____

To apply for exemption from fee, check appropriate space below. The MCLE Committee reserves the right to deny exemptions from this fee.

Government Agency Non-Profit Organization One Time Only Program in Louisiana

PART D	ACKNOWLEDGMENTS
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It is the MCLE committee policy to deny continuing legal education credit to courses sponsored by law firms for marketing or in-house instructional purposes. The committee reserves the right to request a list of **all attendees** after the program is held in order to ensure compliance with this policy. The committee reserves the right to revoke program credit in the event that this policy is violated by the sponsor. **Your completion of this form and submission to the MCLE committee is deemed to be acceptance of this policy.**

I affirm that I have read and agree to comply with all Rules and Regulations of the Louisiana Supreme Court concerning mandatory continuing legal education. I acknowledge that failure to do so may result in penalties as per Rule 7, and suspension of sponsor accredited status.

Sponsor Representative: _____