



# MEMBER APPLICATION FOR OUT-OF-STATE CLE ACTIVITY CREDIT

•Complete one application for each activity for which an application for MCLE accreditation in Louisiana has not been submitted by the sponsor. If more than one out-of-state CLE activity is to be submitted, photocopies of this form are perfectly acceptable.  
•Mail completed application and attachments with payment in the amount of \$20.00 for each application to:

MCLE Committee  
2800 Veterans Memorial Blvd. Ste. 355  
Metairie, LA 70002

Committee on Mandatory Continuing Legal Education

Form 3  
Rev. 11/05

## PART A INSTRUCTIONS

A member may request approval of an out-of-state CLE activity if the sponsor does not apply for approval (Regulations/Rule 4.5.1). In order to complete this application, you must include a copy of the announcement brochure and/or outline for this CLE activity that clearly describes the following items:

1. The overall objective and purpose of the program
2. The content and subject matter of each lecture and/or session
3. Names and qualifications of each speaker or presenter
4. The actual amount of instructional time devoted to each lecture and/or session
5. \$20.00 application fee (See Regulation/Rule 7.4). Checks should be made payable to LASC MCLE.

**Out-of-state 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 \$150 delinquency penalty (Regulations/Rule 6(c)).**

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department at the following numbers: (504) 828-1414 or (800) 518-1518, or e-mail to [mcle@lascmcle.org](mailto:mcle@lascmcle.org).

## PART B CLE ACTIVITY INFORMATION

Title of CLE Activity \_\_\_\_\_ Name of Sponsor \_\_\_\_\_

Date(s) \_\_\_\_\_ Meeting Site \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Registration Fee \_\_\_\_\_

Is the activity primarily designed for and targeted to attorneys? YES  NO  If "NO", describe in sufficient detail how this activity would provide continuing legal education to attorneys: \_\_\_\_\_

**CREDIT HOURS: To calculate the number of credit hours enter the total number of minutes of instruction on the first line and divide by 60 minutes. Time devoted to introductory remarks, breaks, meetings or meals does not qualify for CLE credit. In order to qualify for ethics or professionalism, a segment must be a minimum of 60 minutes in length and devoted specifically to the topic. Credit must be specified as ethics or professionalism. Dual credit is not offered.**

\_\_\_\_\_ ÷ 60 minutes = \_\_\_\_\_  
Total Minutes of Instruction No. of Credit Hours

Ethics Credit: Yes  No   
Professionalism: Yes  No

If you are seeking specialization credit for this program, please select the area of specialization below and enclose an additional set of attachments as per Part A. The MCLE Committee will forward your application to the appropriate specialization review board. A separate response will be forwarded to you from the Specialization Committee. An additional filing fee is not required.

Specialization Credit:  Estate Planning  Family Law  Taxation

## PART C MEMBER INFORMATION

Name of Member \_\_\_\_\_ Louisiana Bar Number \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

I attest that I did attend the above CLE activity for the full number of hours reported. I understand that a false statement or misrepresentation is subject to disciplinary action pursuant to Rule 19 of the Louisiana Rules of Professional Conduct.

\_\_\_\_\_ Member Signature