



REQUEST FOR CONTINUING LEGAL EDUCATION TEACHING CREDIT

- 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
(504) 828-1414 or (800) 518-1518
- **Out-of-state filings must be received by the MCLE Department 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)).**

Committee on Mandatory Continuing Legal Education

Form 4
Rev. 11/05

PART A *TEACHING CREDIT - ACCREDITED MCLE PROGRAMS*

Rule 3/Regulation 3.7

Credit may be earned through teaching in an approved CLE activity. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of six (6) hours of credit for each instructional hour of presentation. Presentations accompanied by one or two page outlines or not accompanied by written materials will qualify for CLE credit on the basis of three (3) hours of credit per hour of presentation. Repeat presentations qualify for one half of the credits available for the initial presentations.

Title of CLE Activity

Name of CLE Sponsor

MCLE Course Accreditation Number

Date(s)

City

State

A. To determine CLE credit, check below:

- Presentation with materials - 6 CLE credits per course hour (outlines do not qualify as sufficient material)
- Presentation without materials - 3 CLE credits per course hour
- Shared credit (more than one speaker) - 3 CLE credits per course hour
- Repeat Presentation - 1/2 of first presentation. Credit allowed for only 1 repeat presentation

B. Based on Part A, list CLE credit hours earned:

Length of presentation: _____ Hour(s)

CLE teaching credit claimed: _____ Hour(s)

Check if you taught an ethics or professionalism session:

Ethics Professionalism

If you also attended CLE sessions, please list your attendance credit for those sessions only: _____ Hour(s)

Check if you attended an ethics or professionalism session:

Ethics Professionalism

PART B *TEACHING CREDIT - ACADEMIC COURSES*

Rule 3/Regulation 3.8

Credit may be earned through teaching a course in an American Bar Association accredited law school. The Committee will award six (6) hours of CLE credit for each hour of academic credit awarded by the law school for the course. Similar credit may be earned through teaching an undergraduate course on law in an accredited college or university.

Course Name

School

Semester Date

Academic Credit Hours

Awarded by School _____ CLE Credit Hours Claimed _____

Check if your course contained a structured ethics or professionalism component:

Ethics Professionalism

PART C *MEMBER INFORMATION*

Name of Member

Louisiana Bar Number

Street Address or P.O. Box

City

State

Zip

Telephone

FAX

Member Signature