



# SPONSOR APPLICATION FOR CONTINUING LEGAL EDUCATION ACTIVITY

- Complete one application for each activity for which Louisiana MCLE accreditation is sought. (EXCEPTION: programs being repeated on different dates or at different locations can be submitted on one application.)
- 45 days prior to activity, mail to: MCLE Committee  
2800 Veterans Memorial Blvd., Ste. 355  
Metairie, LA 70002

Form 1  
Rev. 4/2011

## PART A SPONSOR INFORMATION

Sponsor Name		Sponsor Number (if applicable)		
Street Address or P.O. Box		Name of Course Contact		
City	State	Zip	Telephone	Fax

## PART B CLE ACTIVITY INFORMATION

Title of CLE Activity		Contact email address required		
Begin/End Date	Meeting Site or Delivery Method	City (Live courses only)	State	
Begin/End Date	Meeting Site or Delivery Method	City (Live courses only)	State	
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Reg. Fee	# of Louisiana Attys.	Total Expected Attendance	Is the activity primarily designed for and targeted to attorneys? YES <input type="checkbox"/> NO <input type="checkbox"/>
			If "NO", describe how the activity would provide legal education to attorneys: _____

Advertised to: (Specify intended Audience/Restrictions) \_\_\_\_\_

Approval by Other States: Granted by: \_\_\_\_\_  
 Denied by: \_\_\_\_\_

**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, professionalism, or law office management, a segment must be devoted specifically to that topic and specified as such. These credits should be counted in the course's total credits.\*

_____ ÷ 60 minutes = _____	Ethics Credit: _____ (total minutes) / None <input type="checkbox"/>
Total Minutes of Instruction	No. of Credit Hours
	Professionalism: _____ (total minutes) / None <input type="checkbox"/>
	Law Office Management: _____ (total minutes) / None <input type="checkbox"/>

\*To assist in processing, please designate location of ethics, professionalism or law office management segment on agenda.

## PART C ACCREDITATION FEE

**MCLE ACCREDITATION FEE:** A \$50 filing fee is due upon application for each date and location filed, payable to MCLE Committee. In state applications received less than 20 days prior to the course date must also enclose a \$50 late filing fee. Law firms and corporate law departments must have their applications filed at least 45 days prior to the date of the course or the application will be denied.

**Pro-Bono Legal Organizations** - Exempt from fee only if program is free to all attorneys present. (Non-profit organizations or government agencies do not qualify for this exemption, but under special circumstances may petition the MCLE Committee upon application.)

\$ \_\_\_\_\_ Amount Enclosed

\$ \_\_\_\_\_ Late Fee Enclosed

OVER

<b>PART D</b>	<b>REQUIRED ATTACHMENTS</b>
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Attach a copy of the announcement brochure and/or timed agenda 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. Applications for technology driven courses must include provider demonstration of interactivity and attendance record verification. (Regulations/Rule 3.2(a))
6. Applications for courses by law firms or corporate law departments must provide proof of outside advertisement in a venue similar to the MCLE Calendar. (Regulations/Rule 3.15). This rule does not apply to public entities sponsoring activities for the sole or principal benefit of their own employees

**DESCRIPTION OF WRITTEN MATERIALS:** Give a brief description of the written materials that are to be distributed to attorneys attending this CLE activity and the method by which they will be made available to the attendees.

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<b>PART E</b>	<b>AREA OF STUDY/SPECIALIZATION CREDIT</b>
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Do you want the program listed on the calendar? Yes  No  (Mandatory for Law Firms and Corporate Law Departments)  
 Select from the applicable topics below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative and Public Law<br><input type="checkbox"/> Bankruptcy/Debtor/Collector<br><input type="checkbox"/> Business and Corporation<br><input type="checkbox"/> Commercial/Consumer<br><input type="checkbox"/> Constitutional<br><input type="checkbox"/> Criminal<br><input type="checkbox"/> Environmental and Natural Resources | <input type="checkbox"/> Ethics/Professionalism<br><input type="checkbox"/> Family<br><input type="checkbox"/> Health<br><input type="checkbox"/> Intellectual Property<br><input type="checkbox"/> Labor and Employment<br><input type="checkbox"/> Law Office Management<br><input type="checkbox"/> Mediation/Arbitration | <input type="checkbox"/> Miscellaneous<br><input type="checkbox"/> Municipal and Governmental<br><input type="checkbox"/> Practice Skills<br><input type="checkbox"/> Real Property<br><input type="checkbox"/> Taxation<br><input type="checkbox"/> Tort<br><input type="checkbox"/> Transportation<br><input type="checkbox"/> Wills and Estates |
|---|--|--|

If you are seeking specialization credit for this program, select the area of specialization sought from the choices listed below. A separate response will be forwarded to you from the Specialization Committee. An additional filing fee is not required.

- Estate Planning   
  Family Law   
  Taxation

**Sponsor agrees to comply with the Louisiana Supreme Court Rules and Regulations pertaining to MCLE and acknowledges that failure to do so may result in penalties as per Regulations 7.2.1 through 7.3.**

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**Authorized Signature** **Date**

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Committee.

Toll free: **(800) 518-1518**; in New Orleans **(504) 828-1414**; via e-mail @ [mcle@lascmcle.org](mailto:mcle@lascmcle.org); or access our website: [www.LASCMCLE.org](http://www.LASCMCLE.org).