

**APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY**

RETURN TO:

**INDIANA COMMISSION FOR CONTINUING LEGAL EDUCATION**

30 South Meridian Street, Suite 950

Indianapolis, IN 46204-3564

Phone: (317) 232-1943

Fax: (317) 233-1442

[www.in.gov/judiciary/cle](http://www.in.gov/judiciary/cle) (Form is available in PDF format)

Note this form may be used by an individual or sponsor. For traditional courses, it may be completed before the course is presented and up to thirty (30) days after the course. For In-house and Distance Education courses applications **must be applied for at least 30 days** before the course.

Course No. \_\_\_\_\_  
NOTICE OF DECISION (To be completed by CLE)

The following action has been taken on this application:

- APPROVED for \_\_\_\_\_ CLE credits
- APPROVED for \_\_\_\_\_ In-house credits
- APPROVED for \_\_\_\_\_ Distance education credits
- APPROVED for \_\_\_\_\_ ETHICS credits
- APPROVED for \_\_\_\_\_ NEW LAWYER credits
- ACCREDITATION DENIED. Reference \_\_\_\_\_
- RETURNED for more information. Please complete each item on this form indicated by the number(s) circled:  
1 2 3 4 5 6a 6b 6c 7 8 9 10 11 12 13 14 15  
16 17 18 19 20
- REFERRED to CLE meeting on \_\_\_\_\_
- Please see attached materials.
- Date \_\_\_\_\_ CLE Staff \_\_\_\_\_

1. Name, address, phone, fax, e-mail and website of **organization** providing or sponsoring the activity:

- 
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- 
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Name, address, phone, fax and e-mail of **applicant** (if different from organization)

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- 
- 
- 
- 

2. Title of course \_\_\_\_\_

3. Date(s) and location(s) (Building, City, State) \_\_\_\_\_

4. Delivery Method(s):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> faculty in room with participants | <input type="checkbox"/> telephone to broadcast site | <input type="checkbox"/> interactive video             | <input type="checkbox"/> satellite                 |
| <input type="checkbox"/> audiotape presentation            | <input type="checkbox"/> videotape presentation      | <input type="checkbox"/> interactive computer/internet | <input type="checkbox"/> discussion leader present |
| <input type="checkbox"/> web cast                          | <input type="checkbox"/> computer based              | <input type="checkbox"/> CD Rom                        | <input type="checkbox"/> text only via internet    |
| <input type="checkbox"/> on demand streaming audio video   | <input type="checkbox"/> other (explain) _____       |  |  |

5. Was this course or a portion of this course previously approved for credit by the Commission?  YES  NO

If yes, in what delivery method was the course given? \_\_\_\_\_ What is the course number? \_\_\_\_\_

6. Check *all that apply* regarding the course:

a. For **traditional** presentation methods: *Course must provide a discussion leader or two-way communications, classroom setting away from attorneys' offices, and an opportunity to ask questions. Attendance must be monitored at the attendance site.*

- |                                  |  |  |                   |
|----------------------------------|--|--|-------------------|
| _____ written materials          | _____ advertised and open to attorneys         | _____ attorney audience                          | _____ interactive |
| _____ attendance monitored       | _____ by invitation to (list categories) _____ |  |                   |
| _____ classroom situation        | _____ accessible to persons with disabilities  | _____ academic or governmental attorney audience |                   |
| _____ away from attorney offices | _____ attorneys from other offices in audience | _____ telephone                                  |                   |
| _____ live presentation          | _____ video tape                               | _____ audiotape                                  |                   |
| _____ discussion leader          | _____ writing surface available                | _____ self study                                 |                   |

b. For **distance education** accreditation (Effective January 1, 2005, attorneys may receive a maximum of six hours per three year educational period):  
Is this course a segment of a larger original course? \_\_\_\_\_ yes \_\_\_\_\_ no

- |  |   |
|--|---|
| _____ self-study (if non-interactive, will be denied)          | _____ advertised and open to attorneys  |
| _____ interactive  | _____ attendance continually monitored by sponsor                             |
| _____ CD Rom   | _____ PIN used during course  |
| _____ on-line  | _____ test used during or after course  |
| _____ audio  | _____ telephone   |
| _____ video  | _____ meaningful technical assistance offered during program (explain: _____) |
| _____ certificate of continuing attendance provided by sponsor | _____ by invitation (list categories) _____                                   |

c. For **In-house accreditation** (Effective January 1, 2005, attorneys may receive a maximum of three hours per three year educational period):

- \_\_\_\_\_ written materials

\_\_\_\_\_ academic or governmental audience (exempt from three hour cap) \_\_\_\_\_ attendance monitored  
 \_\_\_\_\_ taught by outside judge, attorney or sponsor who is not a member, employee or of counsel of the sponsoring firm \_\_\_\_\_ classroom situation  
 \_\_\_\_\_ course is for the exclusive benefit of the attorneys employed by a private organization or law firm \_\_\_\_\_ live presentation  
 \_\_\_\_\_ application is submitted thirty days prior to program (will be rejected otherwise) \_\_\_\_\_ satellite, teleconference  
 \_\_\_\_\_ writing surface available \_\_\_\_\_ discussion leader at site  
 \_\_\_\_\_ audio \_\_\_\_\_ video

7. List admission restrictions: \_\_\_\_\_

8. Number of attendees from outside sponsors' organization as compared to total number of attendees: \_\_\_\_\_ to \_\_\_\_\_

9. a. Is this course primarily designed for and targeted to attorneys? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 b. Is this course *suitable* for lawyers who have been in practice for fewer than 5 years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 c. Is this course *targeted and directed* to lawyers who have been in practice for fewer than 5 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. If credit is requested during food service, how many minutes will the presenter speak? \_\_\_\_\_

11. Description of materials to be distributed:  total pages \_\_\_\_\_  electronically (describe) \_\_\_\_\_

12. Total MINUTES of instruction (excluding breaks, meals, introductory remarks and business meetings) \_\_\_\_\_

13. Partial Accreditation Request Requirement. Identify the topics on the agenda for which you claim CLE credit and the number of minutes claimed, if you are requesting partial accreditation. See Important Application Information.

Topics: \_\_\_\_\_ # of minutes \_\_\_\_\_  
 \_\_\_\_\_

14. If submitted by attendee, how does this course make a significant contribution to your competence as an attorney? \_\_\_\_\_

15. If submitted by attendee, are you a presenter for the course? \_\_\_\_\_ Yes \_\_\_\_\_ No Total minutes of presentation \_\_\_\_\_  
 (not available for NLS, In-house and Distance Education courses)

16. Did you prepare written materials for the seminar which were presented by someone else? \_\_\_\_\_ Yes \_\_\_\_\_ No Total minutes in preparation \_\_\_\_\_  
 (not applicable for NLS, In-house and Distance Education courses)

17. Indiana Ethics. Identify the topics on the agenda for which you claim ethics credit and the number of minutes claimed. See Important Application Information.

Topics: \_\_\_\_\_ # of minutes \_\_\_\_\_

18. **ENCLOSURES REQUIRED:** - brochure or course outlines/schedule and course description (must include a breakdown of time spent on each topic)  
 - table of contents or equivalent  
 - faculty name(s) and credentials (if not in brochure or description)  
 \* - personal affidavit of attendance by attorney – for attorney applicant only (below)  
 - certification of attendance by sponsor (on sponsor standard form or letterhead)

19. **SPONSOR ACKNOWLEDGMENT (For Sponsor Applicant Only)** The applicant acknowledges that the Commission may later require submission of copies of course materials distributed in connection with this program. The applicant acknowledges that this course (will be) (was) open to the Commission for observation. The applicant will provide the Commission with certification of attendance of all Indiana attorneys who attended within thirty days following the course. This certification will be under oath and on applicant's letterhead or standard form. I affirm, under the penalties for perjury, that the foregoing representations are true.

Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**\* 20. PERSONAL AFFIDAVIT OF ATTENDANCE (For Attorney-Attendee Applicant Only)**

I, \_\_\_\_\_, hereby swear or affirm that I attended the above course and claim that I am entitled to \_\_\_\_\_ general CLE minutes and \_\_\_\_\_ ethics minutes.  
 I affirm, under the penalties for perjury, that the foregoing representations are true.

Printed Name and Attorney Number \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_