



INDIANA SUPREME COURT

Office of Admissions and Continuing Education

(317) 232-2552 | <http://courts.in.gov/cle>

Attorney Application for Accreditation of Continuing Legal Education Activity

This form may only be used by an individual attorney applying for credit.

Instructions

Submit **ONLY ONE** application per course. Do not send duplicate applications as this will slow the approval process. Use this form to apply for legal education credits, ethics credits and/or non-legal subject matter credits.

1. Determine the course delivery method. You need to know whether you wish to apply for a traditional CLE course, in-house, or distance education. For descriptions and restrictions, see <http://courts.in.gov/cle/2338.htm>.

2. Complete this form. Please print clearly or type your responses into this fillable form. Do not include these instructions (and the blank page that follows) with your application.

3. Determine whether or not you owe a fee. Use the chart below to determine whether or not you owe a fee to process this application and what the fee amount is. If you owe a fee, enclose with this form a check payable to "Continuing Legal Education Fund."

To be considered timely, your completed application:

- for a traditional course must be received prior to the course date or up to **30 days after** the course
- for an in-house or distance education course must be received at least **30 days prior** to the course

To be considered timely, proof of attendance:

- must be received no later than **30 days after** the course

	Application		Attendance	
	Timely	Late	Timely	Late
Indiana attorney	\$0	\$25	\$0	\$25
Foreign attorney*	\$25	\$50	\$0	\$0

*An attorney not admitted in Indiana.

4. Sign the application. Sign the application in the designated space on page 6; if reporting attendance, also sign the affidavit of attendance on page 7.

5. Submit your application. Return your completed application, including all required attachments and fees, by mail to:
Indiana Office of Admissions and Continuing Education
30 South Meridian Street, Suite 875
Indianapolis, IN 46204-3564

IF YOU DO NOT INCLUDE ALL REQUIRED ATTACHMENTS AND PAYMENT (IF OWED), YOUR APPLICATION WILL BE RETURNED TO YOU.

5. Allow 60 days to process. Your application will be reviewed by the Commission for Continuing Legal Education. You will receive notification of the accreditation decision.

Why submit on paper? Complete this application online at <http://portal.courts.in.gov>

Page intentionally left blank.



Attorney Application for Accreditation of Continuing Legal Education Activity

This form may only be used by an individual attorney applying for credit.

OFFICE USE ONLY

Course number

<input type="checkbox"/>	APPROVED for	CLE credits
<input type="checkbox"/>	APPROVED for	In-house credits
<input type="checkbox"/>	APPROVED for	Distance education credits
<input type="checkbox"/>	APPROVED for	NLS credits
<input type="checkbox"/>	APPROVED for	Ethics credits
<input type="checkbox"/>	DENIED	Accreditation denied because:
<input type="checkbox"/>	RETURNED	Application incomplete. Please complete the following section(s): 1 2 3 4 5 6 7
<input type="checkbox"/>	RETURNED	Fee not included. Please enclose a check in the amount of:
<input type="checkbox"/>	REFERRED to CLE Commission meeting on:	
<input type="checkbox"/>	Please see attached materials	
Fee paid amount:	<input type="checkbox"/> Check #	<input type="checkbox"/> Cash
Invoice #	Payment #	
Date received by Commission:	CLE Staff:	

1. Attorney Applicant

Name

Attorney Number

Address

City	State	Zip Code
------	-------	----------

Phone	Fax
-------	-----

Email Address

2. Sponsor

Sponsor Name	Indiana Sponsor Number (if known)
--------------	-----------------------------------

Contact Name

Contact Email

Web Address <http://>

Address

City	State	Zip Code
------	-------	----------

Phone	Fax
-------	-----

3. Basic Course Information

Date(s)	From	To
---------	------	----

Exact course title

Registration fee \$

Admission restrictions

Course location	Address		
	City	State	Zip Code
	Phone	Fax	

Is this course primarily designed for and targeted to attorneys?	Yes
	No
	Unknown

What percentage of attendees are expected from outside the sponsor's organization?	%
--	---

How many pages of materials will be distributed (printed or electronic)?

Have you previously applied for accreditation of this course (or any portion of it)?	Yes, it was approved
	Yes, it was denied
	No

Provide the course number if you know it:

4. Delivery Method and Content

Traditional education

For traditional presentation methods, the course must provide a discussion leader or two-way communication, a classroom setting away from attorneys' offices, an opportunity to ask questions, and attendance must be monitored at the attendance site. Generally, distance and in-house education are not traditional courses. Self-study courses will not be approved. **Check all that apply:**

Advertising

- The course is advertised and open to attorneys
- The course is by invitation. List groups:

Audience

- Attorney audience
- Academic or governmental attorney audience
- Attorneys from other offices present

Content & Presentation

- Live and in-person presentation
- Discussion leader present on site
- Faculty in room with participants
- Written materials
- Webcast (in a sponsor-organized group setting)
- Audio or video (in a sponsor-organized group setting)
- Teleconference (in a sponsor-organized group setting)
- Self-study (i.e., booklet, CD-ROM, podcast)

Setting

- Classroom situation
- Away from attorney offices
- Writing surface available
- Attendance monitored by sponsor
- Accessible to persons with disabilities
- Other setting. Describe:

Distance education

Distance education courses do not require attorneys to be in the same room as the speaker. However, the courses must be interactive, and the sponsor must be able to verify continuing attendance of the attorney through such means as random prompts, polling or quizzes during the course. Self-study courses will not be approved. Applications for distance education must be submitted at least 30 days prior to the course date. Attorneys cannot receive credit for non-legal subject matter through distance or in-house education. Attorneys may receive a maximum of 6 hours per 3-year educational period. **Check all that apply:**

Attendance Monitoring

- Attendance continually monitored by sponsor
- Random prompts or polling used **during** course
- Quizzes used **during** course
- Other. Describe:

Advertising

- The course is advertised and open to attorneys
- The course is by invitation. List groups:

Content & Presentation

- Online / on demand
- Written materials
- Interactive webinar or screencast
- Audio or video webcast
- Teleconference
- Self-study (i.e., booklet, CD-ROM, podcast)
- Meaningful technical assistance was provided.

Audience

- Attorney audience
- Academic or governmental attorney audience
- Attorneys from other offices present

In-house education

In-house programs include those primarily designed for the exclusive benefit of attorneys employed by a private organization or law firm. In-house courses cannot offer non-legal subject matter credits and may not be offered in a distance education setting. Applications for in-house education must be submitted at least 30 days prior to the course date. Governmental and academic attorneys may receive unlimited in-house credits. Nongovernmental or non-academic attorneys may receive a maximum of 3 in-house hours per 3-year educational period. **Check all that apply:**

Setting

- Classroom situation
- Away from attorney offices
- Writing surface available
- Attendance monitored
- Accessible to persons with disabilities

Content & Presentation

- Live presentation
- Discussion leader present on site
- Written materials
- Webcast (in a sponsor-organized group setting)
- Audio or video (in a sponsor-organized group setting)
- Teleconference (in a sponsor-organized group setting)
- Self-study (i.e., booklet, CD-ROM, podcast)

Faculty & Audience

- Academic or governmental attorney audience
- Course is for exclusive benefit of attorneys employed by a private organization or law firm
- Taught by judge, attorney, or sponsor who is not a member, employee or of counsel of the target private organization or law firm

5. Credits

When reporting minutes of instruction below, exclude breaks, meals, introductory remarks and business meetings.

Total credits

Enter the total minutes of instruction for this course.	Minutes
---	---------

Special credits

Special credits include credit for ethics instruction, non-legal subject matter, and for preparing materials or presenting during the course. If you are applying for regular CLE only, you can skip this section.

Otherwise, select the appropriate requests and enter the course topic from the agenda (which should be enclosed with your application, see Step 6) and the number of minutes of instruction for that topic.

I am requesting **ETHICS** education credit for the entire course

-OR-

I am requesting **ETHICS** credit for a portion of the course

REQUIRED: Identify below the topics on the agenda for which you claim ETHICS credit and the number of MINUTES claimed

Topic	Minutes
-------	---------

Topic	Minutes
-------	---------

Topic	Minutes
-------	---------

I am requesting **NON-LEGAL SUBJECT (NLS)** education credit for the entire course

-OR-

I am requesting **NON-LEGAL SUBJECT (NLS)** credit for a portion of the course

REQUIRED: Identify below the topics on the agenda for which you claim NLS credit and the number of MINUTES claimed

Topic	Minutes
-------	---------

Topic	Minutes
-------	---------

Topic	Minutes
-------	---------

I am requesting credit for **PRESENTING** during the course

REQUIRED: Identify below the topics on the agenda for which you claim presentation credit and the number of minutes you spent presenting, not time spent preparing.

Topic	Minutes
-------	---------

I am requesting credit for **PREPARING** materials that someone else presented during the course

REQUIRED: Identify below the topics on the agenda for which you claim materials preparation credit and the number of minutes you spent preparing.

Topic	Minutes
-------	---------

Explain how this course makes a significant contribution to your competence as an attorney. For non-legal subject credit, describe how the course is directly applicable to your practice.

6. Required Enclosures

For accreditation, make sure you submit the following along with this form to the Commission for CLE:

- Timed agenda
- Course brochure or course description (if available)
- Faculty name(s) and credentials (if not included in brochure or agenda)
- Payment for applicable fees (see instructions on page 1)

To receive credit for this course if you have already attended, enclose:

- Certificate of attendance from sponsor (on sponsor standard form or letterhead)
- OR-**
- If a certificate is not available, complete and sign the Personal Affidavit of Attendance

I affirm, under the penalties for perjury, the representations on my application for accreditation for this course are true and accurate.

Signature

Date

Printed Name

Attorney Number



Attorney Application for Accreditation of Continuing Legal Education Activity

This form may only be used by an individual attorney applying for credit.

Complete this page and return it with your application only if the course already took place and you cannot provide a certificate of attendance from the sponsor. If the course is in the future, save this sheet and submit it within 30 days after the course if you cannot provide a certificate of attendance from the sponsor.

Note that attendance received more than 30 days after the course will be assessed a late processing charge (see Instructions, page 1). Attendance reported more than one year after the course will not be accepted.

7 Personal Affidavit of Attendance

I affirm, under the penalties for perjury, the representations on my application for accreditation for the following course are true, that I attended the course and claim I am entitled to the following credits:

Exact Course Name

Course Number

Sponsor name

Sponsor number

Course date FROM TO

Total minutes I attended

of NON-LEGAL minutes I attended

of ETHICS minutes I attended

of minutes I PRESENTED

of minutes I PREPARED materials

Signature

Date

Printed Name

Attorney Number