



Sponsor Application for Accreditation of Continuing Legal Education Course

This form may only be used by an education sponsor applying for credit.

Instructions

- 1. Determine the accreditation type.** 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 must be received at least **30 days prior** to the course.
 - To be considered timely, the certification of attendance of all Indiana attorneys who attended must be received no later than **30 days after** the course.

| | Application | | Attendance | |
|-----------------------------------|-------------|------|------------|---------------|
| | Timely | Late | Timely | Late |
| Approved sponsor | \$0 | \$25 | \$0 | \$25 |
| Non-approved sponsor (exempt)* | \$0 | \$25 | \$0 | \$50 (\$25)** |
| Non-approved sponsor (non-exempt) | \$25 | \$50 | \$0 | \$25 |

*Exempt means not-for-profit that does not charge a course registration fee.

**If attendance is reported late for an already approved course, fee is reduced to \$25.

- 4. 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.

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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. Sponsor

Sponsor Name

| | | |
|------------------------|------------------------------|-----|
| Indiana Sponsor Number | Not-for-profit organization? | Yes |
| | | No |

Contact Name

Contact Email

Web Address http://

Address

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

| | |
|-------|-----|
| Phone | Fax |
|-------|-----|

2. Basic Course Information

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

Exact course title

| | | |
|---|------------------|----|
| Internal course ID # (if applicable) | Registration fee | \$ |
|---|------------------|----|

Admission restrictions

| | | | |
|-----------------|---------|-------|-----|
| Course location | Address | | |
| | City | State | Zip |
| | Phone | Fax | |

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

| | |
|--|---|
| 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 |

If it was approved or denied, provide the course number:

3. 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:

Setting

Classroom situation

Away from attorney offices

Writing surface available

Attendance monitored by sponsor

Accessible to persons with disabilities

Other setting. Describe:

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)

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

4. 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 |
|-------|---------|

Explain how this course deals with matters directly related to the practice of law or the professional responsibility of attorneys or judges.

5. 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
- Faculty name(s) and credentials (if not included in brochure or agenda)
- Payment for applicable fees (see instructions on page 1)
- For attendance reporting, attach a list of course attendees specifying each attorney's name, attorney number, and the date they attended.

6. Sponsor Acknowledgement

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.

Signature

Date

Printed Name and Title