

In-House Programming

The Continuing Legal Education Commission allows credit for in-house programming under CLE Rule 4.13. An in-house activity is defined as "a continuing legal education program given by, for, or to a select private audience from the same law firm, corporation or single governmental entity, not open for admission to other members of the legal community generally." When determining if a program is in-house, the Commission looks at attendees and advertising, not the provider of the education.

The law firm, corporation or single government entity for whom the program is offered shall assume responsibility for gaining accreditation. For example, instructors may be provided by the National Institute for Trial Advocacy but the host of the seminar is responsible for submitting the application for approval of CLE activity and following correct procedures to meet the requirements for accreditation. Attorneys are limited to a total of 5 hours of in-house CLE credit each compliance period.

To meet the requirements for an accredited in-house program:

- The Application for Approval of CLE Activity must be received in the Commission office 30 days prior to the activity and include date, time and place of the activity.
- The program content must meet the standards required for approval as continuing legal education under the rules governing CLE in Kansas.
- Invitation-only programs for clients and other guests are considered in-house.

To meet the requirements for a program open to the public, and thus not falling into the guidelines of in-house programming:

- The program must be publicized to a general attorney audience outside of the sponsoring firm or entity in a manner approved by the Commission. This may include advertising in a local business journal, legal publications or notices broadly disseminated via e-mail or mail, including distribution through the local bar association e-mail systems. Advertising solely on the sponsoring entity's website is not adequate publicity.

The program must be advertised a minimum of 3 weeks before the program and must be advertised either on two different occasions or in two different publications or media. The application for approval of CLE activity must be submitted so that there will be adequate time for the required advertising of the program.

- Attendees may be charged a reasonable fee for attendance at the program but the fee should be commensurate with the cost of similarly presented and accredited CLE programs in the area and should not be so high as to discourage attendance by outside participants.
- Registration must be open on a first-come, first-served basis with sufficient space reserved to accommodate a reasonable number of outside participants. For example, if there are 48 chairs, 46 cannot be reserved for firm attorneys and clients.
- The program must be open to any attorney who wishes to attend. Attendance cannot be denied based on firm affiliation or practice.

The Commission will consider the factors above to determine whether a program is an in-house program and whether and, if so, how it may be accredited. Applicants must be able to accurately report the audience for each program including the number of firm attorneys, attorney clients or potential clients and non-attorneys. The burden of demonstrating that an in-house program qualifies for accreditation shall be upon the sponsor or the individual attendee seeking accreditation.