

**SPONSOR APPLICATION FOR APPROVAL OF PROGRAM
USING ALTERNATIVE DELIVERY METHOD**

- Complete one application for each activity. A \$25 non-refundable application fee must be included. Application must be submitted 30 days prior to the activity.
- This form **must** be completed in its entirety. Incomplete forms will be returned to the sender without review.
- Applications from individual attorneys will not be considered for credit.

1. Program Sponsor: _____

Contact Person _____ Email address _____

Address _____ Office Phone # _____

City _____ State _____ Zip _____

2. Title of program _____

3. Date(s) program is available _____

4. How can the program be obtained/purchased by the attorney? _____

5. Associated Fee(s): _____

6. Form(s) of Delivery (Please circle all that apply): CD-ROM Teleconference

Online Course (Please give website URL) _____ Other (Specify) _____

7. Method(s) of Instruction (Please circle all that apply): Text only Text with other elements Final Test

Message Board Printed Materials Video Audio Interactive Exercises Presentation Graphics

Other (Specify) _____

8. A program using an alternative delivery method must be interactive to be considered for possible CLE credit. How does this program meet that requirement?

9. Can you, as the sponsor, identify the individual actually engaged in the program? Yes No
If yes, describe the method(s) of identification used: _____

10. Is the Attorney required to actively participate throughout the program for an amount of time equivalent to the number of credit hours requested? Yes No

If yes, describe the type of active participation required and the method used to keep track of participation time:

11. Is the Attorney required to reach a certain level of competency in order to move from one level to the next OR to pass the course? Yes No

If yes, describe the method(s) used to measure competency: _____

12. **REQUIRED ATTACHMENTS** to this application:

- | | | |
|----|---|--|
| 1. | Description of instruction method | Complete set of materials must be available upon request. DO NOT send unless requested. |
| 2. | Short synopsis or outline of subject matter | |
| 3. | Faculty name(s) and credentials. | |

13. Total **minutes** of instruction, not including administrative remarks, how-tos, opening and closing remarks, introductions, final tests and participant evaluations. _____ minutes of CLE credit, including _____ of professional responsibility credit.