



• 301 SW 10<sup>th</sup> Ave.  
• Topeka, KS 66612  
• Phone: (785) 368-8201  
• www.kscle.org

## Approval of CLE Activity - Live Programs Instructions

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This form should be submitted by providers or individual attorneys seeking CLE credit for live programming. This form should not be used for applications for prerecorded programming (See Rule 802). Please note that **providers should not complete Part B**. Individual attorneys applying for CLE credit must complete all parts. If submitted by an attorney for individual credit, only calculate and include total minutes actually attended in Part C. The Commission will enter the approved hours directly in the attorney's record based on this information unless a modification is required. If the application is submitted prior to the activity, a Notice of Accreditation will be issued.

Submit one application for each activity. (Exception: Identical programs being repeated on different dates and/or locations can be submitted on one application)

Attorneys must be provided with high quality instructional materials at or before the program. Supreme Court Rule 804(g)(4). See also Instructional Materials Guidelines.

*Instructional materials are not required with the initial application but may be requested. If instructional materials are submitted, the materials become property of the Commission and will not be returned.*

For In-house programs, applications must be submitted 21 days prior to the activity. Rule 806(i). See also In-House Guidelines.

Please review the section on Law Practice Management (LPM) in Rule 806(k) before assigning credit to this category. See also Law Practice Management Guidelines.

### Required Attachments:

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- Attach a copy of the final version of the timed agenda of the course. The agenda must indicate beginning and ending times, and breaks, if any. Clearly indicate on the timed agenda/outline all session(s) for which you seek CLE credit and ethics and professionalism credit.
- Attach a brochure, advertisement or announcement for the course. This may be included with #1.
- Providers applying for credit must attach a \$25 non-refundable application fee made payable to the Kansas CLE Commission. Individual attorneys seeking credit should not include the application fee.

Incomplete applications will be returned without review.  
Email and Fax submissions WILL NOT be accepted.

Do not include this  
page with application.



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## Application for Approval of CLE Activity

*File within 30 days of activity*

### Classroom Programming (Rule 804)

See instructions for required attachments

#### Part A: Provider Information (**Required** on all applications)

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

#### Part B: Attorney Information (Only if submitted by an individual attorney for personal credit)

Attorney: \_\_\_\_\_ Kansas SC#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Part C: CLE Activity Information (**Required** on all applications)

Title of Course: \_\_\_\_\_

Date(s) of Course: \_\_\_\_\_ City/State of Course \_\_\_\_\_

Audience this course is directed and advertised to. If open to non-attorneys, you must list all other professional groups invited:

\_\_\_\_\_

Are there Instructional Materials for the program per Supreme Court Rule 804(g)4?      Yes      No

Registration Fee for course:      No Charge      Fee of \$ \_\_\_\_\_

Format (check all that apply):      Classroom      In-House (Defined in Rule 801(j))

Total minutes of instruction \_\_\_\_\_ divided by 50 min equal \_\_\_\_\_ hours.

This program includes \_\_\_\_\_ minutes of ethics & professionalism and \_\_\_\_\_ minutes of law practice management credit

Based on this information, a notice of accreditation/affidavit may be issued that will need to be signed by the attorney and returned to register credit. By signing below, I certify that this program meets all rules and guidelines required for CLE credit in the state of Kansas. This application, is true and complete.

\_\_\_\_\_  
 If submitted by provider: Signature of Provider Representative      Date

By signing below, I certify that this information is true and complete. I have calculated my hours in Part C based on my individual attendance. Based on this information, Kansas CLE will enter the approved hours directly in my record unless a modification is required. If the application is submitted prior to the activity, a Notice of Accreditation will be issued.

\_\_\_\_\_  
 If submitted by attorney: Signature of Attorney      Date