



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

Kansas CLE Provider Responsibility for Classroom Programming

Once a program has been approved in Kansas, a Notice of Accreditation/ Affidavit will be mailed to the applicant. This form is required for registration of CLE credit by attorneys in Kansas. Please review the affidavit(s) immediately. If there is a discrepancy in the amount of hours or a change in the date of the seminar, notify our office BEFORE THE PROGRAM. This form is the official notice of accreditation and should not be altered.

As a Provider, it is your responsibility:

- To reproduce and make the affidavit available to Kansas attorneys interested in CLE credit for your seminar. The original affidavit should be returned to Kansas CLE within 30 days of the program. Kansas CLE recommends that the affidavit be copied on three-part NCR paper. This allows the attorney to maintain a copy for his/her personal file, one for the provider's file and the original can be mailed to the Kansas CLE office. Because the provider is the only one that can verify attendance, a copy of the signed affidavit must be kept in the provider's file for a minimum of three years. It is encouraged to keep the unsigned original in the same location.
- To verify the attendance of the attorneys. Early departure and late arrival times should be noted with the affidavit. The affidavit should never be written on except by the attorney, or with special permission from Kansas CLE.
- To insure that the program meets the published time agenda. If the program ends early, the approved hours must be reduced accordingly and Kansas CLE notified immediately. A new affidavit will be mailed to the provider.
- To notify Kansas CLE of changes in address, telephone number and contact person for your organization.
- Affidavits should be distributed at the end of the program or when an attorney leaves the program.

For programs that are held within the state of Kansas:

- Provider will make the affidavit available to attendees.
- The attorneys will execute and return the affidavit to the provider.
- Provider will send all original affidavits in one package to the CLE office within 30 days of the program. A copy of all signed affidavits should be kept in the provider's files for a minimum of three (3) years.

For programs that are held outside the state of Kansas:

- Provider will make the affidavit available to attendees wanting Kansas CLE credit. If the program happens to be approved after the fact, it is still your responsibility to deliver the affidavit to the attorneys wanting Kansas credit.
- The attorney will execute and return the original affidavit directly to the CLE office within 30 days of the program. A copy of attendance verification should be kept in the provider's files for a minimum of three (3) years.

Should you have any questions regarding provider responsibility or the policies and procedures of this office, please contact our office at 785-368-8201