

Guidelines for In-House Programming

Kansas CLE allows credit for in-house programming under CLE Rules 804(c) and 806(h).

- **Definition** - An in-house program "a continuing legal education program given for a select private audience from the same law firm, corporation or single governmental entity and not open for attendance by other members of the general legal community. The term includes a program offered by invitation and a program not advertised to a broad attorney population." Rule 801(j). Whether a program will be classified as in-house is determined by the attendees and advertising, not the provider of the education or the location. 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

General CLE Information:

- **Application Deadline** - A timed agenda and brief description of the program must be received with the Application for Approval of CLE Activity at least 21 days prior to the event.
- **Program Objective** - To be considered for CLE credit, the program must have a primary objective of increasing a participant's professional competence as an attorney. The program must meet the standards set out by Rule 804.
- **Focus** - The program must focus on primarily substantive legal issues directly related to the practice of law or related issues of ethics and professionalism or law practice management. Ethics and professionalism issues must be in identifiable blocks of time on the agenda.
- **Webcast/Satellite to Group Setting** - Programs offered via satellite or webcast in a group setting are considered in-house unless advertised to a general attorney audience.
- **Limit of Credit** - In Kansas, a CLE hour consists of 50 minutes of instruction. There is a cap of six (6) hours of in-house programming per compliance period. A program exceeding 6 hours will only be credited for the cap of 6 hours.

- **Advertising to General Attorney Audience** - A CLE program will always be considered in-house, unless it is determined (through the submission of a brochure/course announcement/invitation and marketing information) that the program is open and advertised to a general attorney audience.

Specific Responsibilities for Provider

- **Written Materials** - Written materials for attendees must be available prior to or at the program. Distributing the power point presentation or other materials after the program is not acceptable.
- **Attendance Verification** - It is the provider's responsibility to verify attendance. Late arrival and early departure times should be noted for Kansas CLE.
- **Evaluations** - Evaluations must be distributed to attendee in accordance with Rule 805(d).
- **Attendance Reporting**

Providers are responsible for submitting the affidavits for programs held within the state of Kansas within 30 days of the activity. If the program is held outside the state of Kansas, it is the attorney's responsibility to return the executed affidavit to the Kansas CLE office.

For questions or comments regarding these guidelines, please contact Kansas CLE, 301 SW 10th Ave., Topeka, KS 66612. 785-368-8201 www.kscle.org