

## Guidelines for In-House Live Programs

Kansas CLE allows credit for in-house live programs under CLE Rules 805(a)(2).

- **Definition** - An in-house live program "means a live program offered by invitation to a select audience that is not open for attendance by other members of the legal community." Rule 801(i). The program must meet the standards set out by Rule 805. Whether a program will be classified as in-house is determined by the attendees and advertising, not the provider of the education, format, or the location.
- **Advertising to General Attorney Audience** - A CLE program will be considered in-house unless the program is open and advertised to a general attorney audience. The advertisement must be distributed ahead of the program to give the audience a reasonable amount of time to register.
- **Applications and Attendance Reporting.** The provider issuing invitations to the program is responsible for applying for program approval under Rule 805 and reporting attendance under Rule 806. The application must be submitted to the CLE Office no later than 21 days before the in-house live program occurs.

For questions or comments regarding these guidelines, please contact Kansas CLE, 301 SW 10<sup>th</sup> Ave., Topeka, KS 66612. 785-368-8201 [www.kscle.org](http://www.kscle.org)

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