

## **Guidelines for Instructional Materials**

**Definition of Instructional Materials** - Kansas Supreme Court Rule 805(c)(4) requires that “thorough, high quality, readable, useful, and carefully prepared instructional materials must be made available to all participants by the time the program is presented, unless the Board approves the absence of instructional materials. A brief outline without citations or explanatory notations will not be sufficient.” In order for CLE credit to be granted, this requirement must be satisfied by all courses, regardless of duration or format. Exceptions to the requirement should be determined well in advance of the activity.

### **Purpose of the requirement:**

**Course Preparation** – It insures thorough course preparation by the provider and presenter. Generally, the provider must furnish materials prepared specifically for the course and the subject matter addressed. The distribution of copies of cases or statutes without customized materials is not acceptable.

**Useful Materials** - It ensures that the attendees will receive materials that are useful after the course is completed. Materials provided should be sufficient to assist the attendee when questions regarding the covered subject matter are raised at a later date and to serve as a general resource after course completion.

**Supporting Information for Accreditation** – It allows the Kansas CLE staff and the Board to evaluate the quality and nature of the course and the actual subject matter being covered. Occasionally, neither the title of the course submitted on an application nor the agenda for the presentation provides sufficient information about course content to allow evaluation. Review of the written materials provided to course attendees allows Kansas CLE Staff and the Board to assess the quality and subject matter of the course and to ensure that the topics addressed are appropriate for accreditation purposes. The requirement to provide written materials can be satisfied by providing printed copies or copies stored on electronic media. It may also be satisfied by allowing attendees access to electronic copies available for downloading.

**Delivery** - The materials must be delivered to the attendee by the time the program is presented.

**Written Materials** - As stated above, written materials are considered an important part of the educational process. Lecture format programs are expected to provide traditional written materials. For interactive “guided discussions,” Kansas CLE staff will work closely with providers to develop options for alternative materials so that the integrity of the rule is maintained. Blogs and websites may be used as supplemental resources but cannot be the sole written materials. There should be materials distributed that are specifically relevant to the program. Providers should contact Kansas CLE during the planning of the program to review possible alternatives.

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)