Guidelines for Instructional Materials

Definition of Instructional Materials -
Kansas Supreme Court Rule 804(g)(4) requires that “thorough, high quality, readable, useful, and carefully prepared instructional materials must be made available to all participants at or before the time the program is presented, unless the absence of such materials is recognized as reasonable and approved by the Commission. A brief outline without citations or explanatory notations will not be sufficient.” This requirement must be satisfied by all courses, regardless of duration or format, in order for CLE credit to be granted. Exceptions to the requirement must 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 insures 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 Commission 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 the Commission 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 before or at the program.

• 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,” Commission staff will work closely with providers to develop options for alternative materials so that the integrity of the rule is maintained. Providers should contact the Commission during the planning of the program to review possible alternatives.