

Kansas Continuing Legal Education Commission

APPLICATION FOR APPROVAL OF CLE ACTIVITY

CLASSROOM PROGRAMMING (Rule 804)

PART A: PROVIDER INFORMATION (Required on all applications)

Organization _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

PART B: ATTORNEY INFORMATION

(Only if submitted by an individual attorney for personal credit.)

Attorney _____ KS SC # _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

PART C: CLE ACTIVITY INFORMATION (Required on all applications)

Title of Course _____

Date(s) of Course _____

Location(s) of Course⁴ _____

Audience this course is directed and advertised to. If open to non-attorneys, you must list all other professional groups invited.

Are there Instructional Materials⁵ for the program? YES NO

If YES, description of materials: Bound Looseleaf Outline Electronic

Registration Fee for course: No charge Fee of \$ _____

Format (Check all that apply): Live Video Replay Satellite In-House⁶

Total minutes of instruction _____ divided by 50 min. equal _____ hrs.

This program includes _____ minutes of ethics and professionalism and _____ minutes of law practice management credit⁷.

Based on this information, a notice of accreditation/affidavit may be issued that will need to be signed by the attorney and returned to register credit. By signing below, I certify that this program meets all rules and guidelines required for CLE credit in the state of Kansas. This application, with all required attachments, is true and complete.

If submitted by provider:

Signature of Provider Representative

Title

If submitted by individual attorney:

Signature of Attorney

Date

Submit one application for each activity. (Exception: Identical programs being repeated on different dates and/or locations can be submitted on one application)

Required Attachments:

Incomplete applications will be returned without review.

1. Attach a copy of the final version of the timed agenda of the course. The agenda must indicate beginning and ending times, and breaks, if any.

Clearly indicate on the timed agenda/outline all session(s) for which you seek CLE credit and ethics and professionalism credit.

2. Attach a brochure, advertisement or announcement for the course. This may be included with #1.

3. **Providers** applying for credit must attach a \$25 *non-refundable* application fee made payable to the Kansas CLE Commission. Individual attorneys seeking credit should not include the application fee.

4. This application is for **classroom** programming only. Online, telephone and prerecorded programming must be submitted **by the provider** using the appropriate application.

5. Attorneys must be provided with high quality instructional materials **at or before** the program. Supreme Court Rule 804(g)(4). See also Instructional Materials Guidelines.

Instructional materials are not required with the initial application but may be requested. If instructional materials are submitted, the materials become property of the Commission and will not be returned.

6. For **In-house** programs, applications must be submitted 21 days prior to the activity. Rule 806(i). See also In-House Guidelines.

7. Please review the section on **Law Practice Management (LPM)** in Rule 806(k) before assigning credit to this category. See also Law Practice Management Guidelines.

RETURN TO:

Kansas CLE Commission
400 S. Kansas Ave., Ste. 202, Topeka,
KS 66603

Phone: (785) 357-6510

Website: www.kscle.org

(Fax and email transmissions NOT accepted)