

FORM 3

Utah State Board of
CONTINUING LEGAL EDUCATION
Utah Law and Justice Center
645 South 200 East
Salt Lake City, Utah 84111-3834
Telephone (801)531-9077 Fax (801) 531-0660
Email mcle@utahbar.org

**APPLICATION BY NON-APPROVED SPONSOR FOR
ACCREDITATION OF A CLE ACTIVITY**

Please Note: The program must deal with subject matter directly related to the practice of law

This form must be submitted within 60 days prior to or following the course.

1. Name of CLE Sponsor: _____
2. Name of Contact Person: _____
3. Telephone: (____) _____
4. Address: _____

5. Email: _____
6. Title of CLE activity: _____

7. **Date(s):** _____ **Location(s):** _____

8. Method(s) of Presentation:

- | | |
|--|--|
| <input type="checkbox"/> Faculty in Room with Participants | <input type="checkbox"/> Satellite |
| <input type="checkbox"/> Interactive Video | <input type="checkbox"/> Videotape Presentation |
| <input type="checkbox"/> Audio Presentation | <input type="checkbox"/> Discussion Leader Present |
| <input type="checkbox"/> Internet On- Demand | <input type="checkbox"/> Web Cast |
| <input type="checkbox"/> Telephone to Broadcast Site | <input type="checkbox"/> Other: _____ |

9. Course registration fee(s): \$ _____ Expected or actual Attendance: _____

10. The Sponsor's calculation of the requested number of (a) Total Credit Hours (b) Portion of Total Credit Hours devoted to Ethics/Professional Responsibility (c) Portion of Total Credit Hours devoted to Professionalism & Civility *Ethics hours are included in total credit hours.
(a) Total Credit Hours: _____ (b) Ethics/Professional Responsibility: _____ (c) Professionalism & Civility: _____

10. Is this seminar made available to all attorneys in the state of Utah? Yes ___ No ___ If not, state why it is beneficial to limit the attorneys who may attend.

11. Is your organization accredited for CLE in other states? Yes ___ No ___
Please specify which states

12. **The required course approval fee is computed as follows; \$25 accreditation fee per application, \$1.50 per credit hour per attendee, the \$1.50 fee will cap at \$15.00 per attendee and shall be submitted no more than 60 days following the date of the activity.** (The course approval fees shall be waived for CLE activities for which no charge is made.)

13. The Sponsor agrees to submit to the Utah State Board of CLE within 60 days following this activity an **alphabetical list of Utah attendees including the State Bar membership number**, and or attendance information in a computerized format to be prescribed by the Board.

14. Submit with this Application the following information:
- a. Time Schedule/ agenda (Brochure, Outline, Description)
 - b. Table of Contents
 - c. Faculty Description

15. The sponsor represents that it will:
- a. Comply with the Rules and Regulations of the Utah State Board of CLE, including any amendments thereto;
 - b. Conduct this CLE activity substantially as advertised and presented in this application, subject to any emergency substitutions and withdraws.
 - c. Allow in-person observation by the justices of the Utah Supreme Court and members of the Utah MCLE Board & staff;
The sponsor acknowledges that this activity may be disapproved and prior approval of any CLE activity revoked for non-compliance with the Rules and Regulations, and amendments thereto, or for failure to comply with the agreements and representations contained in this request.

Date: _____ CLE Sponsor: _____

By: _____ Title: _____

NOTICE OF DECISION

(To be completed by the state accreditation office and returned to applicant)

The following action has been taken on this application.

G APPROVED for _____ CLE Credits
Including _____ Ethics credits,
_____ Professionalism & Civility

G ACCREDITATION DENIED.
Reference _____

G RETURNED for more information
Please complete each item on this form
indicated by the number(s) circled below:
1 2 3 4 5 6 7 8 9 10

G REFERRED to CLE regulatory meeting
on _____ / _____ / _____

G Please see attached materials.
Date _____
CLE Staff _____