

**THE NORTH CAROLINA STATE BAR  
BOARD OF CONTINUING LEGAL EDUCATION**  
217 East Edenton Street, Raleigh, NC 27601  
P.O. Box 26148, Raleigh, NC 27611  
(919) 733-0123

**FOR OFFICE USE ONLY**

Sponsor Number: \_\_\_\_\_

Course Number: \_\_\_\_\_

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**ACCREDITED SPONSOR'S APPLICATION FOR CLE CREDIT**

**Note: This application should be transmitted to the Board of Continuing Legal Education  
at least 50 days prior to presentation of the CLE activity.**

1. Full Name of Sponsor: \_\_\_\_\_
2. Name of Contact Person: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
3. Address \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_
5. Title of CLE Activity: \_\_\_\_\_
6. Type of Activity: ☐ Interactive computer program (CD/Rom, On-Demand, iPod or MP3)  
(Describe the interactive component of the program)  
  
☐ Live program, presenters and attendees on-site ☐ Live audio-only (telephone) hook-up  
☐ Live Webcast ☐ Group video viewing  
  
 If the activity is pre-recorded, please provide the date of original production: \_\_\_\_\_
7. Date/Time of Live Activity: Begin (hour & date): \_\_\_\_\_ End (hour & date): \_\_\_\_\_
8. Location (city, state/country): \_\_\_\_\_
9. Registration Fee (s): \_\_\_\_\_
10. How is the CLE activity being offered and advertised (specify method and location of advertising) : \_\_\_\_\_
11. The CLE activity \_\_\_\_ was / \_\_\_\_ was not open to and advertised to attorneys outside of the firm/company.
12. Please attach the following **required information**:
  - A. A description of the subject matter covered in the course. For longer programs, provide a description of the content of each section.
  - B. **If the program has an ethics, professionalism or substance abuse component, please submit the course materials.**
  - C. Identification of all presenters by name and qualification.
  - D. A real-time agenda. (See back for time and content requirements.)
13. Sponsor's calculation of number of CLE minutes (for computer programs, give running time):
 

Ethics, professional responsibility, or professionalism:	_____ minutes
Substance Abuse/Mental Health Awareness (must be a minimum of 60 minutes)	_____ minutes
General/other: (substantive law topics other than ethics, professional responsibility, or professionalism):	_____ minutes
Total:	_____ minutes
14. The Sponsor agrees to furnish to the Board of Continuing Legal Education, within thirty (30) days after the CLE activity, the following :
  - A. An **alphabetical** list of attendees, including their NC State Bar **membership numbers** and a statement of the ethics, substance abuse/mental health awareness, general and total credit hours taken by each attendee.
  - B. The required sponsor fee computed at \$3.50 x total approved CLE hours x total number of NC attendees.  
(See back for fee information.)
15. The Sponsor acknowledges that the Board may independently determine the hours of CLE credit available for this activity and that any such determination will be conclusive.
16. The Sponsor acknowledges that this activity may be disapproved and its accredited sponsor status revoked for violations of the Continuing Legal Education Rules and Regulations, or failure to comply with the agreements and affirmations contained on this form.

Date: \_\_\_\_\_

Accredited CLE Sponsor: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## CONTENT AND TIME REQUIREMENTS

1. North Carolina uses a 60-minute hour. That is, 60 minutes are required to equal one CLE credit hour.
2. Only the time of actual instruction counts toward CLE credit hours.
3. Question and answer sessions are considered actual instruction and may be included for CLE credit provided such question and answer sessions do not exceed 15 minutes per CLE credit hour. For example, a program approved for 4 total CLE credit hours may include up to 1 hour of questions and answers.
4. No complete CLE activity may be less than 30 minutes in length. However, a program may include individual topics of less than 30 minutes in length.
5. CLE credit, when converted from minutes to hours, will be rounded **down** to the nearest quarter-hour.
6. CLE credit is not given for:
  - Introductory remarks
  - Breaks
  - Business meetings
  - Personal development programs
  - Presentations on marketing a law practice or client development
  - Speeches in connection with banquets or other events that are primarily social
  - Demonstrations of services or products with intent to sell
7. Note, in reference to instruction in **professional responsibility/ethics/professionalism**, that programs so classified may **not** include topics such as attorney fees, client development, communication skills, etc., except to the extent that professional responsibility is directly discussed in connection with such topics.
8. All activities, including computer programs, must be either live or interactive. No credit will be given for self-study. Video presentations must be scheduled for a minimum of three attorneys.

## SPONSOR-PAID FEES

The NC State Bar Board of CLE currently charges a fee of \$3.50 per credit hour per attorney.

The Sponsor pays the fee in the following circumstances:

- Approved activity is presented in North Carolina.
- Sponsoring organization is based in North Carolina, regardless of where the approved activity is presented.

The Sponsor has the option of paying the fee in the following circumstances:

- Approved activity is offered without charge to attendees, regardless of where the approved activity is presented.
- Approved activity is offered by sponsor based outside North Carolina **and** is presented outside North Carolina.

When a Sponsor does not pay fee, the North Carolina State Bar will bill attorneys directly for hours attended.

**FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:**

**[www.nccle.org](http://www.nccle.org)**