

**THE NORTH CAROLINA STATE BAR
BOARD OF CONTINUING LEGAL EDUCATION**
217 East Edenton Street, Post Office Box 26148, Raleigh, NC 27611
(919) 733-0123
Email: CLEApplications@ncbar.gov

**TEACHER'S APPLICATION FOR CLE CREDIT FOR TEACHING AT A
CONTINUING PARALEGAL EDUCATION PROGRAM**

NOTE: Activity must be approved for Certified Paralegal Education (CPE) credit before teaching credit can be awarded. Credit will be given for teaching only – no credit will be given for attending the CPE program. If the activity has not been approved for CPE credit, please contact the CPE program at 919-828-4620.

1. Name of Teacher: _____ Telephone: (_____) _____
2. NC State Bar Membership Number: _____ E-mail: _____
3. Address: _____
4. Name of Sponsor of CPE Activity: _____
5. Name of Sponsor Contact: _____ Telephone: () _____
6. Sponsor Address: _____
7. Title of CPE Activity: _____
8. Total Number of Accredited CPE Hours: _____ Ethics/Professional Hours _____
9. How long was the teacher's presentation: _____ minutes
10. Requested Number of CLE Hours for Teaching or Serving on a Panel (Complete part A, B, or both):

A. Initial Presentation: Exact Date: _____ Location (city, state/country): _____
Has this CPE activity been approved for credit? Yes No – Submit Application for CPE Credit.

_____ Minutes/Ethics/Professional Responsibility/Professionalism	÷ 10 = _____ Hours
_____ Minutes/Professional Well-Being	÷ 10 = _____ Hours
_____ Minutes/Technology	÷ 10 = _____ Hours
_____ Minutes/Other	÷ 10 = _____ Hours
_____ Minutes/Total (please round downward to the nearest ¼ of an hour)	÷ 10 = _____ Hours

B. Repeat Presentation: Exact Date: _____ Location (city, state/country): _____
Has this CPE activity been approved for credit? Yes No – Submit Application for CPE Credit.

_____ Minutes/Ethics/Professional Responsibility/Professionalism	÷ 20 = _____ Hours
_____ Minutes/Professional Well-Being	÷ 20 = _____ Hours
_____ Minutes/Technology	÷ 20 = _____ Hours
_____ Minutes/Other	÷ 20 = _____ Hours
_____ Minutes/Total (please round downward to the nearest ¼ of an hour)	÷ 20 = _____ Hours

11. Total Hours requested for teaching (10A + 10B):

Ethics/Professional Responsibility/Professionalism	= _____ Hours
Professional Well-Being	= _____ Hours
Technology	= _____ Hours
Other	= _____ Hours
Total CLE	= _____ Hours

12. The teacher represents that to his or her knowledge this CPE activity (A) complied with the Continuing Paralegal Education Rules and Regulations including any amendments thereto, and (B) has not been previously disapproved by the Board of Continuing Paralegal Education.

Date: _____ Teacher's Signature: _____

TEACHING FOR CLE CREDIT

As a contribution to professionalism, attorneys may earn CLE credit for teaching in approved continuing paralegal education activities. Presentations accompanied by thorough, high-quality, readable, and carefully prepared written materials will qualify for CLE credit based on one (1) hour for each ten (10) minutes of presentation. Repeat presentations qualify for one-half of the credits available for the initial presentation. Attorneys who participate in panels as part of approved continuing paralegal education activities earn credit at the same rate as teachers. CLE credit will be awarded for teaching only. No CLE credit will be given for attending a CPE program.

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 CPE 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.

FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:

www.nccle.org