

**THE NORTH CAROLINA STATE BAR  
BOARD OF CONTINUING LEGAL EDUCATION**

217 East Edenton Street, Raleigh, NC 27601  
 Post Office Box 26148, Raleigh, NC 27611  
 (919) 733-0123  
 Email: CLEApplications@ncbar.gov

<p><b>FOR OFFICE USE ONLY</b>                  Sponsor Number: _____                  Course Number: _____                  PWB ___ E ___ Tech ___ O ___ T ___</p>
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**BAR MEMBER'S APPLICATION FOR CLE CREDIT**

**SEE THE BACK OF THIS PAGE FOR SUMMARY OF NC REQUIREMENTS**

**Note: This form should be used only when the sponsor of the CLE activity declines to submit an approval request. The attorney should ask the sponsor to request approval before submitting this form and supporting documentation.**

1. Full Name of Attorney: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
2. NC State Bar Membership Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Full Name of CLE Sponsor: \_\_\_\_\_
5. Name of Sponsor Contact: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
6. Title of CLE Activity: \_\_\_\_\_
7. Exact Date(s) of CLE Activity: \_\_\_\_\_ Location (city, state): \_\_\_\_\_
8. Registration Fee(s): \_\_\_\_\_
9. Type of Activity:      Pre-recorded/on-demand programs must be submitted by the provider.
  - Live program, presenters and attendees on-site       Live audio-only (telephone) hook-up
  - Live Webcast       Group video viewing
10. This CLE activity  was /  was not open to and advertised to attorneys outside my firm/company.
11. Member's request for the number of CLE minutes (for computer programs, give running time):
 

Ethics, professional responsibility, or professionalism:	_____	minutes
Professional Well-Being (PWB) (must be a minimum of 60 minutes)	_____	minutes
Technology (must be a minimum of 60 minutes)	_____	minutes
Other	_____	minutes
Total:	_____	minutes
12. Attach the following **required** information:
  - a. A description of the subject matter of the course.  
For longer programs, provide a description of the subject matter covered in each section.
  - b. **If the program has an ethics, professional responsibility, or professional well-being component, please submit the course materials.**
  - c. A real-time agenda. (See back for time and content requirements.)
13. The Attorney represents that to his or her knowledge this CLE activity (A) Complies with the Rules and Regulations including any amendments thereto (see nbar.gov or the current North Carolina State Bar Lawyer's Handbook), and (B) Was not previously disapproved by the Board of Continuing Legal Education. The Attorney acknowledges that approval of this CLE activity may be declined or revoked for violations of the aforesaid Rules and Regulations or for the failure of the Attorney to comply with the agreements and representations in this request.

Date: \_\_\_\_\_ Attorney's Signature: \_\_\_\_\_

## **BASIS OF APPROVAL**

North Carolina has no reciprocal agreement with any other state or organization to recognize another organization's evaluation of the CLE credits for a program, nor does previous approval of an activity imply approval of any future activity. All activities are evaluated per occurrence (except computer programs, which are approved from March 1 – Feb. 28 according to the North Carolina CLE rules and regulations.

## **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. Instruction in **professional responsibility/ethics/professionalism** 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.

## **FEEES**

The NC State Bar Board of CLE currently charges an application fee of \$25.00.

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

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