

**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. Address of Sponsor: _____

7. Exact Title of CPE activity: _____

8. Are you requesting technology credit for this program: Yes No

9. Number of Accredited CPE Hours: _____ General Hours _____ Ethics/Professional Hours _____ Substance Abuse Hours

10. How long was the teacher's presentation: _____ minutes

11. 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/Substance Abuse/Mental Health Awareness ÷ 10 = _____ Hours
_____ Minutes/General (any substantive law topics that do not qualify above) ÷ 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/Substance Abuse/Mental Health Awareness ÷ 20 = _____ Hours
_____ Minutes/General (any substantive law topics that do not qualify above) ÷ 20 = _____ Hours
_____ Minutes/Total (please round downward to the nearest ¼ of an hour) ÷ 20 = _____ Hours

12. Total Hours requested for teaching (10A + 10B):
Ethics/Professional Responsibility/Substance Abuse Hours = _____ Hours
Substance Abuse/Mental Health Awareness Hours = _____ Hours
Total General Hours = _____ Hours
Total CLE Hours = _____ Hours

13. In the event that the sponsor of the CPE activity does not pay the NC State Board of CLE fee of \$3.50 per total number of CLE hours (teaching only) for which credit is sought, the Teacher agrees to pay these fees when billed. See reverse for fee information.

14. 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 for 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 on the basis of 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.

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 the fee, the North Carolina State Bar will bill attorneys directly for hours attended.

FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:

www.nccle.org