

**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
Email: CLEApplications@ncbar.gov

SPONSOR'S APPLICATION FOR PROFESSIONALISM FOR NEW ATTORNEYS PROGRAM

1. Full Name of Sponsor: _____
2. Name of Contact Person: _____ Telephone (____) _____
3. Address _____
4. E-mail Address: _____ Website: _____
5. Title of CLE Activity: _____
6. Confirm that the program is being offered in-person or via live webcast: Yes or No
7. Date/Time of Live Activity: Begin (hour & date): _____ End (hour & date): _____
Day 2: Begin (hour & date): _____ End (hour & date): _____
8. Location (city, state): _____
9. Registration Fee (s): _____
10. Please attach the following **required information**:
A. A description of the subject matter covered in the course, including a description of the content of each section.
B. A real-time agenda. (See page 2 for time and content requirements.)
11. The sponsor acknowledges that it will adhere to the content outline for the Professionalism for New Attorneys Program.

Sponsor's calculation of number of CLE minutes for each 6-hour block:

First 6-hour Block:		Second 6-hour Block	
Ethics	_____ minutes	Ethics	_____ minutes
Professional Well-Being (must be 60 minutes)	_____ minutes	Professional Well-Being (must be 60 minutes)	_____ minutes
Technology (must be 60 minutes)	_____ minutes	Technology (must be 60 minutes)	_____ minutes
Other	_____ minutes	Other	_____ minutes
Total:	_____ minutes	Total	_____ minutes

12. The Sponsor agrees to furnish to the Board of Continuing Legal Education, within thirty (40) days after the CLE activity, the following:
 - A. An **alphabetical** list of attendees, including their NC State Bar **membership numbers** and a statement of ethics, professional well-being, technology, and total credit hours for each attendee.
13. The Sponsor acknowledges that this activity may be disapproved, and prior approvals of any CLE activity may be 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: _____

CLE Sponsor: _____

Signature: _____

Title: _____

SEE PAGE 2 FOR A SUMMARY OF NORTH CAROLINA REQUIREMENTS

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.
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. The content of the Professionalism for New Attorneys Program is determined annually by the NC State Bar.
9. The Professionalism for New Attorneys Program shall be presented in two 6-hour blocks. No partial credit is available for attending less than a 6-hour block.

SPONSOR-PAID FEES

The NC State Bar Board of CLE currently charges a \$50 application fee and an additional \$25 for each separate format. For example, the in-person and live webcast would be \$75.

FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:

www.nccle.org