

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

**217 E. Edenton St., Raleigh NC 27601
P.O. Box 26148, Raleigh, NC 27611
(919) 733-0123**

FOR OFFICE USE ONLY	
Sponsor Number:	_____
Course Number:	_____
SA _____ E _____ G _____ T _____	

SPONSOR'S APPLICATION FOR CLE CREDIT

Note: This application should be transmitted to the CLE Board at least 50 days prior to presentation of the CLE program.

1. Full Name of Sponsor: _____
2. Name of Contact Person: _____ Telephone _____
3. Address _____
4. E-mail Address: _____ Web Address: _____
5. Title of CLE Program: _____
6. Type of Program:

<input type="checkbox"/> Interactive computer program (CD, On-Demand) (Describe the interactive component of the program) _____	<input type="checkbox"/> Live program, presenters and attendees on-site <input type="checkbox"/> Live audio-only (telephone) hook-up
<input type="checkbox"/> Live Webcast	<input type="checkbox"/> Group video viewing

If the program is pre-recorded, please provide the date of the original production: _____
7. Date/Time of Live Activity: Begin (hour & date): _____ End (hour & date): _____
8. Location (city, state/country): _____
9. Registration Fee(s): _____
10. The CLE program is being offered and advertised as follows (specify method and location of advertising): _____
11. Are you seeking technology credit for this program: Yes No
12. The CLE program is being offered pursuant to the Mandatory Trust Account requirements found in Rule 1.15.
Yes No
13. The CLE program was / was not open to and advertised to attorneys outside of the firm/company.
14. 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, professional responsibility, professionalism or substance abuse component, please submit the course materials for those sessions.
 - C. Identification of all presenters by name and qualification.
 - D. A real-time agenda. (See page 2 for time and content requirements.)
15. 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
16. Did the sponsor accept compensation from a manufacturer, distributor, broker or merchandiser of an IT solution in return for a presentation on the IT solution at this CLE program? Yes No (See 27 NCAC 1D Rule .1602(e))

17. The Sponsor agrees to furnish the following to the Board of Continuing Legal Education, within thirty (30) days after the CLE activity:
 - a. An **alphabetical** list of attendees, including their NC State Bar **membership numbers** and a statement of the ethics, 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.
18. The Sponsor represents that it will:
 - a. Comply with the Continuing Legal Education Rules and Regulations including any amendments thereto;
 - b. Conduct this CLE program substantially as advertised and presented in this request, subject to emergency substitutions and withdrawals;
 - c. Allow in-person observation of this CLE program by members and staff of the Board of Continuing Legal Education.
19. The Sponsor acknowledges that this CLE program may be disapproved and prior approvals of any CLE program revoked for violations of the Rules and Regulations or for failure to comply with the agreements and representations contained in this request.

Date: _____ 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 program 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. In reference to instruction in **professional responsibility/ethics/professionalism**, 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 courses, 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 program is presented in North Carolina.

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

- Approved program is offered without charge to attendees, regardless of where the approved program is presented.
- Approved program 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**