

REQUEST FOR CONTINUING LEGAL EDUCATION TEACHING CREDIT

- Complete one application for each activity.
- Teaching credit will only be awarded for accredited activities. If the course is held out of state, you may have to apply for course accreditation (Form 3) at the same time you file for teaching credit.

LSBA MCLE Department
601 St. Charles Ave
New Orleans, LA 70130-3404

Form 4
Rev. 10/2018

PART A

TEACHING CREDIT – ACCREDITED MCLE PROGRAMS

Regulation / Rule 3.7

Credit may also be earned through teaching in an approved CLE activity. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of six (6) hours of credit for each instructional hour of presentation. Presentations accompanied by one or two page outlines or not accompanied by written materials will qualify for CLE credit on the basis of three (3) hours of credit per hour of presentation. Repeat presentations qualify for one half of the credits available for the initial presentation.

Title of CLE Activity

Name of CLE Sponsor

MCLE Course Accreditation Number

Date(s)

Meeting Site or Delivery Method

State

A. To determine CLE credit, check below:

- Presentation with materials – 6 CLE credits per course hour
(outlines do not qualify as sufficient material)
- Presentation without materials – 3 CLE credits per course hour
- Shared credits (more than one speaker) – 3 CLE credits per course hour
- Repeat Presentation - ½ of first presentation – Credit allowed for only 1 repeat presentation

B. Based on Part A, list CLE credit hours earned:

Length of presentation: _____ Hour(s)

CLE Teaching Credit Claimed: _____ Hour(s)

Check if you taught an ethics or professionalism session:

Ethics Professionalism

If you also attended CLE sessions, please list your attendance credit for those sessions only: _____ Hour(s)

Check if you attended an ethics or professionalism session:

Ethics Professionalism

Credit filings must be received in the MCLE office by January 31 following the compliance term end. Failure to file timely will result in a \$150 delinquency penalty (Rule 6(c)). Repeat penalties may also apply.

Teaching forms can be mailed, faxed or emailed. Instructors are responsible for reporting and verifying their credits at approved CLE courses.

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department. Toll free: (800) 421-5722; in New Orleans (504) 566-1600; via e-mail mcle@lsba.org; or access our website: www.lsba.org/mcle

PART B

MEMBER INFORMATION

Member Name

Louisiana Bar Number

Street Address or P.O. Box

City

State

Zip

Telephone

E-mail Address

I attest that I did participate in the above CLE activity for the full number of hours reported. I understand that a false statement or misrepresentation is subject to disciplinary action pursuant to Rule 19 of the Louisiana Rules of Professional Conduct.

Member Signature