



# APPLICATION FOR SPONSOR ACCREDITATION

- Sponsors must first be accredited in Louisiana in order to submit courses held in state for continuing legal education credit. Exception: those sponsors who are submitting applications for a course held in Louisiana on a one time only basis.
- All courses held in Louisiana must be preapproved for credit. See Form 1 for details.
- 45 days prior to activity, mail to: LSBA MCLE Department  
601 St. Charles Ave.  
New Orleans, LA 70130-3404

Form 6  
Rev. 10/2018

<b>PART A</b>	<b>SPONSOR INFORMATION</b>
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**Regulation/Rule 4.2 Approved Sponsors:**

- (a) All sponsors who seek approval for in-state CLE programming must first be approved as a provider of continuing legal education in Louisiana. An application for sponsor accreditation must be submitted with an annual \$100 non-refundable application fee to the Louisiana State Bar Association. Upon approval of this application, the provider is conditionally approved to conduct continuing legal education for one year. If the provider is approved for three consecutive years by the MCLE Department, then the provider may apply for permanent approved provider status pursuant to Regulations/Rule 7.1.
- b) Eligibility for approved provider status shall be extended to local, district and state bar associations, ABA accredited law schools, and other organizations that consistently provide CLE to the legal community. Governmental agencies offering programming to their employees and non-profit organizations who offer programs for the public benefit may be exempted from the sponsor application fee through petition to the MCLE Department.
- (c) The MCLE Department retains the right to refuse approval to providers who do not comply with the requirements of these Rules pertaining to program sponsors.
- (d) The MCLE Department may waive the \$100 sponsor application fee for an out-of-state provider who can demonstrate its qualifications to offer CLE on a one time only basis.

<b>PART B</b>	<b>SPONSOR INFORMATION</b>
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<b>Name of Sponsor</b>	<b>Name of Sponsor Representative</b>			
<b>Street Address or P.O. Box</b>	<b>Email address (required)</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone</b>	<b>Fax</b>

List all continuing education programs accredited within the last two years and enclose a copy of the advertising brochure(s).

Program Name	Date	Meeting Site/Delivery Method	Approved by (List Accrediting Agency)

**OVER**

List staff members with previous experience in continuing education (enclose bios where possible).

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<b>PART C</b>	<b>ACCREDITATION FEE</b>
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If you are currently seeking credit for a program, include MCLE Form 1 and all attachments as per Part D with this application. Enclose a separate check for the non-refundable course accreditation fee, payable to Louisiana State Bar Association.

Enclosed fees:

**\$100 Application Fee**                       **Accreditation Fee (specify amount if enclosed) \$** \_\_\_\_\_

To apply for exemption from the sponsor application fee, check the appropriate space below. The MCLE Department reserves the right to deny exemptions from this fee.

**Government Agency**               **Non-Profit Organization**               **One Time Only Program in Louisiana**

<b>PART D</b>	<b>ACKNOWLEDGEMENTS</b>
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Sponsors applying for credit for technology driven courses must include detailed explanations of interactivity level, attendance record verification, and suitability of as well as access to course materials. Rule 3(d), (Regulations/Rule 3.2(a)).

Law firms and corporate law departments must comply with the guidelines specified under Regulations/Rule 3.14. Complete applications must be received a minimum of 45 days prior to the date of the course and listed in the MCLE Calendar.

I affirm that I have read and agree to comply with all Rules and Regulations of the Louisiana Supreme Court concerning mandatory continuing legal education. I acknowledge that failure to do so may result in penalties as per Regulations/Rule 7.2.1 through 7.2.3, and suspension of sponsor accredited status.

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**Sponsor Representative**

**Date**

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](mailto:mcle@lsba.org); or access our website: [www.lsba.org/mcle](http://www.lsba.org/mcle)