

REQUEST FOR CONTINUING LEGAL EDUCATION TEACHING CREDIT

Complete one application for each activity for which Louisiana MCLE accreditation is sought. Instructors are responsible for reporting and verifying their own credits on this form. Completed forms can be emailed to mcle@lsba.org.

Form 4
Rev. 09/2024

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 Sponsor

MCLE Course Accreditation Number

Date(s)

Physical Location / Webcast / On-Demand (*choose one*)

1. 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 – **1/2 of first presentation** (credit allowed for only one repeat presentation)

2. Based on the above, 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

3. If you also attended CLE sessions:

List your attendance credit for these sessions only: _____ Hour(s)

Check if you attended an ethics or professionalism session: ☐ Ethics ☐ Professionalism

If you are seeking LBLS credit, follow the instructions on your emailed accreditation notice and submit your application directly to the Board. No LBLS specialization credit is given unless the course is first approved for MCLE credit.

Specialization Credit: ☐ Appellate Practice ☐ Employment Law ☐ Estate Planning and Administration ☐ Family Law ☐ Health Law ☐ Labor Law ☐ Tax Law

PART B

MEMBER INFORMATION

Louisiana Bar Roll Number

Email Address

Printed Name of Member

I attest that I did attend 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

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.

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 email: mcle@lsba.org; or access our website: www.lsba.org/mcle.