

MEMBER APPLICATION FOR OUT-OF-STATE CLE CREDIT

Complete one application for each activity for which Louisiana MCLE accreditation is sought. A member may request approval of an out-of-state course if the course sponsor does not seek Louisiana MCLE approval (Regulations/Rule 4.5.1). This credit is **NOT** guaranteed. Applications, should be submitted immediately upon completion of the course.

Form 3
Rev. 09/2024

PART A	INSTRUCTIONS
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Please submit your application using only **one** of the following methods:

If paying the \$20 application fee with a credit card (we accept all major credit cards **except** American Express)

Email the following to mcle@lsba.org :

- Signed and completed form
- Sample brochure/course outline including: date and location, course content, instructor details and a breakdown of time devoted to each topic.
- Signed certificate of completion / verification of attendance from provider.
- Proof of course advertisement (Regulations/Rule 3.14).

- OR -

If paying the \$20 application fee with a check or money order:

- Mail check payable to "Louisiana State Bar Association" and supporting documents listed above to:
Louisiana State Bar Association, Attn: MCLE Department, 601 St. Charles Ave., New Orleans, LA 70130-3404.

PART B	CLE ACTIVITY INFORMATION
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Title of CLE Activity	Name of Sponsor
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Date(s)	Physical Location / Webcast / On-Demand (<i>choose one</i>)	City	State	Registration Fee (<i>required</i>)
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Is the activity primarily designed for an targeted to attorneys? YES NO

If "NO", describe in sufficient detail how this activity would provide continuing legal education to attorneys:

CREDIT HOURS: To calculate the number of credit hours, enter the total number of minutes of instruction and divide by 60. Time devoted to introductory remarks, breaks or meals does not qualify for CLE credit. In order to qualify for ethics, professionalism, or law office management, a segment must be devoted specifically to that topic and specified as such. These credits should be counted in the course's total credits.

_____ ÷ 60 minutes = _____	Ethics: _____ (hours requested) / None <input type="checkbox"/>
Total Minutes of Instruction Attended	No. of Credit Hours Attended
	Professionalism: _____ (hours requested) / None <input type="checkbox"/>
	Law Office Management: _____ (hours requested) / None <input type="checkbox"/>

If the course contained concurrent sessions - indicate which sessions you attended.

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 C	MEMBER INFORMATION
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Louisiana Bar Roll Number	Email Address
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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

Out-of-state 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.