

SPONSOR APPLICATION FOR CONTINUING LEGAL EDUCATION CREDIT

- Complete one application for each activity for which Louisiana MCLE accreditation is sought. (EXCEPTION: programs being repeated on different dates or at different locations can be submitted on one application.)

- 45 days prior to event, submit your application using only ONE of the following methods:

If paying the application fee online with a credit card:

- ☐ Email your completed application and required attachments listed in Part D to mcle@lsba.org. The LSBA accepts all major credit cards **except** American Express.

- or -

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

- ☐ Make check payable to "Louisiana State Bar Association" and mail with completed application form and all required attachments listed in Part D to:
Louisiana State Bar Association, Attn: MCLE Department, 601 St. Charles Ave., New Orleans, LA 70130-3404.

Form 1
Rev. 09/2024

PART A

SPONSOR INFORMATION

| | | | | |
|----------------------------|-------|-----|------------------------|----------------------------------|
| Sponsor Name | | | 4-digit Sponsor Number | |
| Street Address or P.O. Box | | | Name of Contact Person | |
| City | State | Zip | Telephone | Contact Email address (required) |

PART B

CLE ACTIVITY INFORMATION

| | | | | |
|---|-----------------------|--|---------------------------------|--|
| Title of CLE Activity | | | | |
| 1. | Begin/End Date | Physical Location / Webcast / On-Demand Recording (choose one) | City, State (Live courses only) | |
| 2. | Begin/End Date | Physical Location / Webcast / On-Demand Recording (choose one) | City, State (Live courses only) | |
| 3. | Begin/End Date | Physical Location / Webcast / On-Demand Recording (choose one) | City, State (Live courses only) | |
| Is the activity primarily designed for an targeted to attorneys? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | |
| Reg. Fee | # of Louisiana Attys. | Total Expected Attendance | | |
| If "NO", describe how the activity would provide legal education to attorneys: | | | | |

Advertised to: (Specify intended Audience/Restrictions) _____

Approval by Other States: Granted by: _____
Denied by: _____

CREDIT HOURS: Louisiana is a 60 minute CLE state. To calculate the number of credit hours, enter the total number of minutes of instruction on the first line and divide by 60 minutes. Time devoted to introductory remarks, breaks, meetings 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 = _____
Total Minutes of Instruction No. of Credit Hours

Ethics: _____ (hours requested) / None ☐

Professionalism: _____ (hours requested) / None ☐

Law Office Management: _____ (hours requested) / None ☐

***To assist in processing, please designate location of ethics, professionalism or law office management segment on agenda.**

PART C

ACCREDITATION FEE

MCLE ACCREDITATION FEE: A \$75 filing fee is due upon application for each course format filed. In-state applications received less than 45 days prior to the course date must also enclose a \$50 late filing fee. Law firms and corporate law departments must have their applications filed at least 45 days prior to the date of the course or the application will be denied.

\$ _____ Application Fee (\$75 per date and location)
\$ _____ Local and Specialty Bars application fee (\$50)
\$ _____ Not-for-profit offering course free of charge to all attendees (\$0)
\$ _____ Late fee (\$50)
\$ _____ Total Amount

OVER

**CASH PAYMENTS
NOT ACCEPTED.**

PART D**REQUIRED ATTACHMENTS**

Attach a copy of the announcement brochure and/or timed agenda for this CLE activity that clearly describes the following items:

- ☐ The overall objective and purpose of the program
- ☐ The content and subject matter of each lecture and/or session
- ☐ Names and qualifications of each speaker or presenter
- ☐ The actual amount of instructional time devoted to each lecture and/or session
- ☐ Applications for computer-based courses must include provider demonstration of interactivity and attendance record verification (Regulations/Rule 3.2(a))
- ☐ Applications for courses by law firms or corporate law departments must provide proof of outside advertisement in a venue similar to the MCLE Calendar. (Regulations/Rule 3.14). This rule does not apply to public entities sponsoring activities for the sole or principal benefit of their own employees

DESCRIPTION OF WRITTEN MATERIALS: Give a brief description of the written materials that are to be distributed to attorneys attending this CLE activity and the method by which they will be made available to the attendees. Powerpoints are not considered substantial materials.

PART E**MCLE CALENDAR / AREA OF STUDY**

Do you want the program listed on the MCLE calendar? Yes ☐ No ☐ (Mandatory for Law Firms and Corporate Law Departments)
Select from the applicable topics below:

- | | | |
|--|--|---|
| <input type="checkbox"/> Administrative and Public Law | <input type="checkbox"/> Environmental and Natural Resources | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> AI / Cybersecurity | <input type="checkbox"/> Ethics | <input type="checkbox"/> Municipal and Governmental |
| <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Family | <input type="checkbox"/> Practice Skills |
| <input type="checkbox"/> Bankruptcy/Debtor/Collector | <input type="checkbox"/> Health | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Business and Corporation | <input type="checkbox"/> Immigration | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Commercial/Consumer | <input type="checkbox"/> International Law | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Constitutional | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Tort |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Labor | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Education Law | <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Wills and Estates |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Mediation/Arbitration | |
| <input type="checkbox"/> Entertainment and Sports Law | | |

PART F**SPECIALIZATION CREDIT**

If you are seeking specialization credit for this program, select the area of specialization sought from the choices listed below. A separate response will be forwarded to you from the Specialization Committee. An additional filing fee is not required.

- ☐ Appellate Practice ☐ Employment Law ☐ Estate Planning and Administration ☐ Family Law ☐ Health Law ☐ Labor Law ☐ Tax Law

Sponsor agrees to comply with the Louisiana Supreme Court Rules and Regulations pertaining to MCLE and acknowledges that failure to do so may result in penalties as per Regulations 7.2.1 through 7.3.

Authorized Signature

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