

# MEMBER APPLICATION FOR OUT-OF-STATE CLE ACTIVITY CREDIT

- Complete one application for each activity for which Louisiana MCLE accreditation is sought.
- Mail completed application and attachments with payment in the amount of \$20.00 for each application payable to:  
LSBA MCLE Department  
601 St. Charles Ave.  
New Orleans, LA 70130-3404

Form 3  
Rev. 10/2019

<b>PART A</b>	<b>INSTRUCTIONS</b>
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A member may request approval of an out-of-state CLE activity if the sponsor does not apply for approval (Regulations/Rule 4.5.1). The application must include a sample brochure or course outline that describes the course content, identifies the instructors and their credentials, lists the time devoted to each topic, and shows the date and location listed on the application. A \$20.00 non-refundable application fee, payable to the Louisiana State Bar Association, and a certificate of attendance or completion of the course must also be enclosed.

In addition:

- Applications for technology driven courses **must** include provider verification of interactivity and attendance records. (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)

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

<b>PART B</b>	<b>CLE ACTIVITY INFORMATION</b>
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Title of CLE Activity \_\_\_\_\_ Name of Sponsor \_\_\_\_\_

Date(s) \_\_\_\_\_ Meeting Site or Delivery Method \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Registration Fee (Mandatory) \_\_\_\_\_

Is the activity primarily designed for and 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 meetings 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.

$$\frac{\text{Total Minutes of Instruction}}{\text{No. of Credit Hours}} \div 60 \text{ minutes} =$$

- Ethics Credit \_\_\_\_\_ (total minutes) None
- Professionalism \_\_\_\_\_ (total minutes) None
- Law Office Management \_\_\_\_\_ (total minutes) None

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 this course is first approved for MCLE credit.

Specialization Credit:  Appellate  Estate Planning  Family Law  Health Law  Tax Law

<b>PART C</b>	<b>MEMBER INFORMATION</b>
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Name of Member \_\_\_\_\_ Louisiana Bar Number \_\_\_\_\_

Street Address or P. O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

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 \_\_\_\_\_