

**ALABAMA APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION**

Mail to the: MCLE, P.O. Box 671, Montgomery, AL 36101 (Physical: 415 Dexter Ave – 36104)

**Sponsoring organization:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

1. Title of educational activity: \_\_\_\_\_

2. Date(s) \_\_\_\_\_

3. Location(s) \_\_\_\_\_

4. Registration fee: \_\_\_\_\_

5. Writing surface available?  Yes  No

6. Select method(s) of presentation below. NOTE: Alabama requires that all presentations (live and on-demand) are monitored and that attorneys only receive credit for the portion of instruction for which they were present.

- LIVE on-site w/ faculty present
- LIVE teleconference/live web
- On-Demand (recorded online w/tracking of participant and Q&A available for faculty)
- Videotape presentation with qualified instructor present
- Live satellite (real time) monitored
- On-Demand (recorded online with NO tracking or NO Q&A)(not approvable in AL)
- CD, DVD, Book, Pod-cast, or self-study (not approvable in Alabama)

7. Type of Law (s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ (optional)

8. Advertised to:  Lawyers;  Clients;  Others (specify): \_\_\_\_\_

9. List any admission restrictions: \_\_\_\_\_

10. **REQUIRED IF THE PROGRAM IS SPONSORED BY A LAW FIRM:**

**Do you verify that over 50% of the total instruction time is presented from speakers outside the firm? \_\_\_\_\_ yes **(Required)****

11. Method of evaluation:  participant critique  independent evaluator  none  other \_\_\_\_\_

12. Do you verify there will be handout material (paper, CD, flash drive, download) on each topic? \_\_\_\_\_ yes \_\_\_\_\_ no; **estimated pages** \_\_\_\_\_

13. **REQUIRED ATTACHMENTS** to this Application:

- a. time schedule (detailed timed agenda for 90 minutes or more otherwise course outline or description)
- b. faculty names(s) and credentials (unless on agenda or brochure)
- c. hand-out materials (if required)
- d. program review processing fee (\$50.00 if by sponsor or \$25.00 if by attending attorney)

General (non-ethics minutes): \_\_\_\_\_

Ethics (minutes): \_\_\_\_\_

**Total Minutes Including Ethics:** \_\_\_\_\_

14. Total minutes of instruction, excluding introductions, welcomes, breaks and meals:  
(Alabama CLE credit hours are based on a 60-minute hour)

15. Approved by other states: Granted by: \_\_\_\_\_ Denied by: \_\_\_\_\_

16. Submitted by: Employee of Sponsor/Provider \_\_\_\_\_ (Check here) Attending Attorney \_\_\_\_\_ (Check here)

**SPONSOR OBLIGATIONS:** Sponsor acknowledges and agrees to comply with all rules & regulations. **Approval notices will be sent by email.**

**Sponsor Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Attorney Name:** \_\_\_\_\_

**State Bar Number: ASB** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Course ID \_\_\_\_\_

Subject \_\_\_\_\_

**APPROVED**

\_\_\_\_\_ Total CLE credits

\_\_\_\_\_ Ethics credits

**DENIED**

**Per Regulation** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CLE Staff: \_\_\_\_\_

**\*\*CLE Staff use only\*\***