

APPLICATION TO THE STATE OF:					<p align="center">MCLE STATE NOTIFICATION OF ACCREDITATION</p> <p>To be completed by the MCLE State regulatory agency and returned to applicant.</p> <p>Course Number: _____ Date: _____</p> <p>The following action has been taken on this application:</p> <p><input type="checkbox"/> APPROVED for a total of _____ CLE credits Including _____ Ethics Credits</p> <p>Other Credit Breakdown: _____ (if applicable)</p> <p><input type="checkbox"/> NOT APPROVED (See comments below or additional information attached.)</p> <p><input type="checkbox"/> RETURNED for the request of additional information. Please complete each item on the form as indicated by the numbers circled below.</p> <p align="center">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</p> <p><input type="checkbox"/> OTHER Regulator Comments:</p>				
1 SPONSORING ORGANIZATION INFORMATION									
NAME									
ADDRESS									
STREET									
CITY									
STATE									
ZIP									
TELEPHONE									
FAX									
EMAIL									
2 TITLE OF EDUCATIONAL ACTIVITY									
3 DATE(S)									
LOCATION(S)									
4 REGISTRATION FEE:									
5 WRITING SURFACE AVAILABLE: <input type="checkbox"/> Yes <input type="checkbox"/> No									
6 METHODS OF PRESENTATION:									
<input type="checkbox"/> Faculty in Room with Participants <input type="checkbox"/> Telephone to Broadcast Site <input type="checkbox"/> Live Web Cast <input type="checkbox"/> Interactive Video <input type="checkbox"/> Satellite <input type="checkbox"/> Other: <input type="checkbox"/> Audio Presentation <input type="checkbox"/> Videotape Presentation <input type="checkbox"/> Internet On-Demand (Interactive) <input type="checkbox"/> Discussion Leader present									
7 TYPE OF LAW CODE(S):									
1. _____ Additional Codes Optional: 2. _____ 3. _____ 4. _____									
DEGREE OF DIFFICULTY: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> All Levels									
8 ADVERTISED TO: <input type="checkbox"/> Lawyers <input type="checkbox"/> Clients <input type="checkbox"/> Others (Specify/Indicate %)									
9 LIST ANY ADMISSION RESTRICTIONS:									
10 IN-HOUSE ACTIVITY INFORMATION (See Local Rules for Applicability)									
Open/Publicized to Outside Lawyers <input type="checkbox"/> Yes <input type="checkbox"/> No Outsiders are _____ % of Faculty & Clients are _____ % of audience If not open, please specify reason:									
11 METHOD OF EVALUATION: <input type="checkbox"/> Participant Critique <input type="checkbox"/> Independent Evaluator <input type="checkbox"/> None <input type="checkbox"/> Other:									
12 MATERIALS DESCRIPTION									
Total Pages: _____ <input type="checkbox"/> Loose leaf <input type="checkbox"/> Bound <input type="checkbox"/> No materials supplied Distributed: _____ <input type="checkbox"/> Before Program <input type="checkbox"/> At Program <input type="checkbox"/> Other:									
13 REQUIRED ATTACHMENTS TO THIS APPLICATION:									
a. Time Schedule/Agenda (Brochure, Outline, Description) b. Table of Contents c. Faculty Description d. Complete Set of Materials and Fees (Only in states where required) e. Sponsor application fee - \$50 per program. f. Attorney/Attendee application fee - \$15 per program									
14 CREDITS REQUESTED:									
Indicate minutes of instruction not including breaks, meals or introductions:									
General/Substantive: _____ Ethics: _____ Substance Abuse: _____ Other: _____ Total: _____									
15 ACCREDITATION BY OTHER STATES:									
GRANTED: DENIED:									
16 SUBMITTED BY: <input type="checkbox"/> Course Sponsor <input type="checkbox"/> Individual Lawyer									
Please Complete and sign Applicant Information →									
<p align="right">APPLICANT INFORMATION (please print)</p> Sponsor Representative Name: Title: Complete the following if filed by individual attorney: Attorney Name: Attorney Bar Number: Address: City: State: Zip: Contact Number: Email: SIGN HERE Date:									

**OKLAHOMA BAR ASSOCIATION
MANDATORY CONTINUING LEGAL EDUCATION REQUIREMENTS**

APPLICATION FEES

Sponsor application fee - \$50 per program

Attorney/Attendee application fee - \$15 per program

- a. Conduct the program substantially as advertised, subject to emergency substitutions and withdrawals.
- b. Distribute thorough, high quality, readable and carefully prepared written materials to participants.
- c. Conduct the program in a comfortable physical setting, equipped with suitable writing surfaces.
- d. The program must deal with matters related to the practice of law, professional responsibility or ethical obligations of attorneys. Ethics segments must be clearly designated on the agenda before credit can be given.
- e. Conduct a sign-in of attendees at the beginning of the morning session for seminars held out-of-state. An additional sign-in before the afternoon and evening sessions is required for all in-state seminars.
- f. A list of Oklahoma Bar Association member attendees must be sent to the OK MCLE office within 30 days after the program using the required electronic format. A copy of the attendance list should also be retained by the sponsor for two years. Additional instructions for attendance reporting will be provided when the course is approved.

THE PROGRAM SPONSOR ACKNOWLEDGES THAT FAILURE TO ADHERE TO THIS AGREEMENT IS GROUNDS FOR DISAPPROVAL OF THE ACTIVITY.

GUIDELINES FOR CALCULATING CREDIT

1. An instructional hour will in all events contain at least fifty (50) minutes.
2. The following may not be counted for credit:
 - a. coffee breaks
 - b. opening or closing remarks
 - c. meal breaks
 - d. business meetings
3. The hours of credit merely reflect a maximum that may be earned through attendance. Only actual attendance by the attorney earns credit.
4. Legal ethics must be clearly identified on the program agenda for a specific period of time.

COMPLETED FORMS AND GENERAL CORRESPONDENCE SHOULD BE DIRECTED TO:
MCLE Commission, Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152.

Questions? 405/416-7009 or mcle@okbar.org

Beverly Petry Lewis – MCLE Administrator
Johnny Floyd – Assistant MCLE Administrator
Jan Thompson – MCLE Receptionist/Assistant