



Oklahoma  
Mandatory Continuing  
Legal Education Commission

## Request for Approval of Live In-House Continuing Legal Education Activity

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This application should be submitted for a program that is designed primarily for a law firm or legal department. Outside attorneys must be invited, if space permits. Applications should be submitted at least 45 days prior to the program.

Please return the completed form to:

OK MCLE Commission

1901 N. Lincoln Blvd.

P.O. Box 53036

Oklahoma City, OK 73152

405-416-7009 or 800-522-8065

e-mail: [mcle@okbar.org](mailto:mcle@okbar.org)



**REQUEST FOR APPROVAL OF A LIVE IN-HOUSE CLE**

A live in-house activity is a live CLE program sponsored by a single private law firm, a single corporate law department or a single federal, state or local governmental entity for lawyers who are members or employees of the firm, department or entity.

This form must be submitted at least 45 days prior to the program, if submitted by the provider or the presenter(s).

A live in-house activity shall meet all the following requirements to be accredited:

- The activity shall meet the standards for program approval outlined in MCLE Regulation 4 and shall be approved prior to its presentation.
- If space is available, the activity shall be open to outside lawyers.
- The activity must be free of interruptions from telephone calls and other office matters.

**PROVIDER INFORMATION**

Law firm providing the CLE \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

**CLE PROGRAM INFORMATION**

Program Title \_\_\_\_\_

Program Location \_\_\_\_\_ Program Date \_\_\_\_\_

Audience (law firm or legal department) \_\_\_\_\_

Total minutes of instruction, not including meals, breaks or introductions \_\_\_\_\_ Total minutes of legal ethics \_\_\_\_\_

Total pages of course materials \_\_\_\_\_ Format of course materials \_\_\_\_\_

**REQUIRED ATTACHMENTS TO THIS APPLICATION**

- An agenda that includes the times, subjects and speakers
- A description of each faculty member's educational and professional background including current employment
- A set of the materials that will be distributed to participants
- Application fee:  
  - \$50 if the application is submitted by the provider
  - \$15 if the application is submitted by the lawyer who attended

In submitting this application, the Provider acknowledges and agrees to meet all the requirements of the OK MCLE Commission.

Please complete and return to:

MCLE Commission  
Oklahoma Bar Association  
P.O. Box 53036  
Oklahoma City, OK 73152  
405/416-7009 or 800/522-8065  
mcle@okbar.org

For Commission Use Only

\_\_\_\_ Approved Date \_\_\_\_\_

\_\_\_\_ Denied CLE credits \_\_\_\_\_