



Oklahoma
Mandatory Continuing
Legal Education Commission

Request for Presumptive Approval of a Provider

This application should be submitted by the provider that is seeking approval to offer CLE programs. Providers must have presented at least 5 programs that were approved by the OKMCLE office before submitting this application. Presumptive approved providers are assessed a \$300 annual fee, plus a \$50 per course application fee to apply for approval of on-demand programs.

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



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OK MCLE Course Requirements for Presumptive Approved Providers

1. Providers that are granted presumptive approval do not pay an application fee for in-person programs, live webcasts or live webinars. There is a \$50 fee for each on-demand course.
2. Applications may be submitted by the regular mail or by email to mcle@okbar.org. Any application fees may be paid by phone for email submissions.
3. Programs should be conducted substantially as advertised, subject to emergency substitutions or withdrawals.
4. Substantive written materials must be made available to all participants regardless of the delivery method.
5. For in-person programs, the program should be held in a comfortable physical setting, equipped with suitable writing surfaces.
6. All programs must deal primarily with matters related to the practice of law, professional responsibility or ethical obligations of attorneys.
7. For in-person programs, providers must conduct a sign-in of attendees at the beginning of the morning session. An additional sign-in before the afternoon and evening sessions is required for all in-state seminars.
8. For distance learning programs (ie. webcasts, webinars, video conferences, recorded programs), providers must have an acceptable method for verifying attendance. An attorney's personal attestation that the course was completed is not considered sufficient.
9. The provider must report attendance using the sponsor attendance reporting portal on the OK MCLE website, www.okmcle.org Providers are allowed the earlier of 30 days or by Jan 10 of the following year, to post credit. Providers should retain attendance information for 2 years.

GUIDELINES FOR CALCULATING CREDIT

One CLE credit will contain at least 50 minutes of instruction.

1. The following will not be counted for credit:
 - a. Breaks (meal, snack or coffee breaks)
 - b. Opening and closing remarks
 - c. Business meetings
 - d. Only actual attendance earns CLE credit.
2. To qualify for legal ethics credit, the legal ethics presentation must be clearly identified on the agenda. Subjects that qualify for legal ethics credit include legal ethics, professionalism, legal malpractice prevention, mental health and substance use disorders related to attorneys.

Contact us
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P.O. Box 53036
Oklahoma City, OK 73152
405-416-7009
mcle@okbar.org

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Laura Willis – MCLE Operations Associate



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APPLICATION TO REQUEST PRESUMPTIVE APPROVAL OF A PROVIDER

This form should be submitted by the organization seeking presumptive approval. Programs sponsored by presumptive approved providers are approved when the standards for course approval are met. Applications for individual course approval are still required. There is also assessed a \$300 annual fee.

1. Name of Organization: _____

2. Address: _____

3. Contact person: _____ Phone: _____

4. Email: _____ Year of first CLE program: _____

5. Five OK MCLE approved programs that were previously presented, including dates and attendance numbers. Also attach copies of brochures or agendas for each program.

- _____
- _____
- _____
- _____
- _____

6. If fewer than 5 programs are listed above, what special qualifications does the sponsor have for submitting this application?

7. List other states where the sponsor has approved courses and indicate whether such approval is for individual courses or as an accredited/presumptive provider.

8. To what extent do persons involved in organizing, teaching or supervising this provider's CLE programs have legal experience?

9. To what extent do they have teaching experience?

10. If approved, the provider acknowledges and agrees to comply with all applicable MCLE Rules and Regulations.

Signature: _____ Date: _____

Title: _____

Complete and submit to:
OK MCLE
Oklahoma Bar Association
1901 N. Lincoln Blvd.
P.O. Box 53036
Oklahoma City, OK 73152

Contact Us:
mcle@okbar.org
405-416-7009

FOR COMMISSION USE ONLY	
___ Approved	Date _____
___ Denied	