

FORM 3

Utah State Board of
CONTINUING LEGAL EDUCATION
Utah Law and Justice Center
645 South 200 East
Salt Lake City, Utah 84111-3834
Telephone (801)531-9077 Fax (801) 531-0660

**APPLICATION BY NON-APPROVED SPONSOR FOR
ACCREDITATION OF A CLE ACTIVITY**

Please Note: The program must deal with subject matter directly related to the practice of law

This form must be submitted within 60 days prior to or following the course.

- 1. Name of CLE Sponsor:
- 2. Name of Contact Person:
- 3. Telephone: (____) _____
- Address: _____

E-mail: _____

- 4. Date(s): _____
- 5. Title of CLE activity: _____
- 6. Method(s) of Presentation:
 - Faculty in Room with Participants
 - Interactive Video
 - Audio Presentation
 - Internet On- Demand
 - Telephone to Broadcast Site

- Satellite
- Videotape Presentation
- Discussion Leader Present
- Web Cast
- Other: _____

- 7. Location(s): _____
- 8. Course registration fee(s): \$ _____ Expected or actual Attendance _____
- 9. The Sponsor's calculation of the requested number of (a) Total Credit Hours and (b) Portion of the Total Credit Hours devoted to Ethics/Professional Responsibility (c) Portion of Total Credit Hours devoted to Professionalism & Civility:
 (a) Total Credit Hours _____ (b) Ethics/Professional Responsibility Hours _____ (c) Professionalism & Civility _____
 Ethics hours are included in Total Credit Hours.
- 10. Is this seminar made available to all attorneys in the state of Utah? Yes ___ No ___. If not, state why it is beneficial to limit the attorneys who may attend.
- 11. Is your organization accredited for CLE in other states? Yes ___ No ___
Please specify which states _____

12. The required course approval fee is computed as follows; \$25.00 accreditation fee per application. \$1.50 per credit hour per attendee, the \$1.50 fee will cap at \$15.00 per attendee and shall be submitted no more than 60 days following the date of the activity. (The course approval fee shall be waived for CLE activities for which no charge is made.)

- 13. The Sponsor agrees to submit to the Utah State Board of CLE within 60 days following this activity an alphabetical list of Utah attendees including the **name and State Bar Membership number**, and or attendance information in a computerized format to be prescribed by the Board.
- 14. Submit with this Application the following information:
 - a. Time Schedule/ agenda (Brochure, Outline, Description)
 - b. Table of Contents
 - c. Faculty Description

- 15. The sponsor represents that it will:
 - a. Comply with the Rules and Regulations of the Utah State Board of CLE, including any amendments thereto;
 - b. Conduct this CLE activity substantially as advertised and presented in this application, subject to any emergency substitutions and withdrawals.
 - c. Allow in-person observation by the justices of the Utah Supreme Court and members of the Utah MCLE Board & staff; The sponsor acknowledges that this activity may be disapproved and prior approval of any CLE activity revoked for non-compliance with the Rules and Regulations, and amendments thereto, or for failure to comply with the agreements and representations contained in this request.

NOTICE OF DECISION
(To be completed by the state accreditation office and returned to applicant)

The following action has been taken on this application.

- APPROVED** for ___ CLE Credits, including ___ Ethic Credits, ___ Professionalism & Civility
- ACCREDITATION DENIED.** ___ Reference
- RETURNED** for more information. Please complete each item on this form indicated by the number(s) circled below:
1 2 3 4 5 6 7 8 9 10 11 12 13
- REFERRED** to CLE regulatory meeting on ___/___/___
- Please see attached materials.
Date _____ CLE Staff

Date: _____ CLE Sponsor

By: _____ Title: