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- Topeka, KS 66612
- Phone: (785) 368-8201
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## **Kansas CLE Provider Responsibility ([Kansas Supreme Court Rule 807](#))**

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Once a program has been approved by Kansas CLE, a Notice of Accreditation/affidavit will be emailed to the applicant. Please review the affidavit(s) **immediately**. If there is a discrepancy in the number of hours or a change in the date of the seminar, notify our office **BEFORE THE PROGRAM**. This form is the official notice of accreditation and should not be altered.

You must notify Kansas CLE of changes in address, telephone number and contact person for your organization. You may send these changes to [cleinfo@kscourts.gov](mailto:cleinfo@kscourts.gov) at any time. The contact email in our database will receive the Notices of Accreditation. This information may be different than the contact email used in the provider portal.

### **As a Provider of an approved program in Kansas, generally, it is your responsibility:**

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- To notify attorneys of the credit that has been approved in Kansas. The approval amounts and categories may vary from state to state.
- To report the attendance to Kansas CLE within **30 days of the program**. See below for specifics depending on the format of your program.
- To verify the attendance of the attorneys. For in-person programs, early departure and late arrival times should be noted with the affidavit. The affidavit should never be written on except by the attorney, or with special permission from Kansas CLE.
- To ensure that the program meets the approved time agenda. If any session ends early, the approved hours may be reduced. Attendees and Kansas CLE should be notified immediately.

### **For programs that are held WITHIN the state of Kansas:**

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- Provider will reproduce and distribute the Notice of Accreditation/affidavit to Kansas-licensed attorneys at the end of the program, or when the attorney leaves the program.
- The attorneys will execute and return the affidavit **to the provider**.
- Provider will submit the attendance to the CLE office within 30 days of the program. Attendance may be submitted in the provider portal, or the completed affidavit may be submitted to the CLE office by email ([cleinfo@kscourts.gov](mailto:cleinfo@kscourts.gov)) or mail (originals). If submitted by email, please include ONE pdf with all affidavits. Include the organization name, the activity number, and "completed affidavits" in the subject line.
- A copy of all signed affidavits should be kept in the provider's files for a minimum of three (3) years. Electronic copies are acceptable. It is encouraged to keep the unsigned original in the same location. Kansas CLE recommends creating copies of the affidavit to ensure that the attorney has a copy for their personal file, and the provider maintains a copy in their file.

### **For programs that are held OUTSIDE the state of Kansas:**

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- Provider will reproduce and distribute the Notice of Accreditation/affidavit to Kansas-licensed attorneys at the end of the program, or when the attorney leaves the program. If the program is approved after the fact, it is still your responsibility to deliver the affidavit to the attorneys within the compliance period filing deadline.
- The attorney will execute and return the affidavit directly to Kansas CLE within 30 days of the program.
- Attendance verification should be kept in the provider's files for a minimum of three (3) years.

### **For electronic live or prerecorded programs:**

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- The provider will receive a Notice of Accreditation for their records. There is no form to distribute to the attendees for an electronic live or prerecorded program.
- The attorneys must verify their attendance to the provider in the manner in which the provider deems appropriate.
- The provider must verify the number of hours **ACTUALLY** attended and then submit the attendance through the Kansas CLE Provider Portal within 30 days of the program. These hours will appear on the attorney's online transcript within 24 hours and will be submitted to the Kansas Supreme Court as their official CLE record.
- If an adjustment to the number of hours originally reported is needed, please email [cleinfo@kscourts.gov](mailto:cleinfo@kscourts.gov) with the information.
- The portal allows the provider to save a pdf of the records that are submitted to Kansas CLE. Kansas CLE highly recommends saving this report with your own attendance records. You do not need to send this information to Kansas CLE. Online attendance records should be kept in the provider's files for a minimum of three (3) years.

Should you have any questions regarding provider responsibility or the policies and procedures of this office, please contact our office at (785) 368-8201