



• 301 SW 10<sup>th</sup> Ave.  
• Topeka, KS 66612  
• Phone: (785) 368-8201  
• www.kscle.gov

## Prerecorded Programming Courses Instructions

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This application should be submitted by providers seeking CLE credit for a pre-recorded program.

This format would include, for example, DVD, online video, audio CD, podcast/mP3, et al.

### **This application will not be accepted from individual attorneys.**

Providers must meet the guidelines before any prerecorded course will be considered for possible credit.

Notice of Accreditation will be emailed to the provider. Please add **pasql\_user@pacle.org** to your list of safe senders to avoid the correspondence going to spam. Providers are responsible for reporting attendance within 30 days of attendance in the prescribed format.

### Required attachments: *(incomplete applications may cause a delay in the review process.)*

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- Attach a copy of the final version of the timed agenda of the course. The agenda must indicate beginning and ending times, and breaks, if any. Clearly indicate on the timed agenda/outline all session(s) for which you seek CLE credit and ethics and professionalism credit.
- Attach a brochure, advertisement or announcement for the course. This may be included with #1.
- **\$100 non-refundable application fee** from the provider must be submitted with each application. The program may be valid for up to one year. This fee may be paid online through your provider portal. Payment receipt must be included with your application submission. Email applications received without a receipt of payment will not be processed.

You may submit applications via email to [kscle@kscourts.gov](mailto:kscle@kscourts.gov). You should attach **ONE** pdf that includes the appropriate application and required attachments. One application per email. Please help us by including the following in the subject line of each email: "APP," Name of Organization, Brief Title, Date of Presentation. Applications may also be submitted by mail at the address above.

Do not include this page with application.



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## Application for Approval of Prerecorded Programming Courses

**Applications will not be accepted by individual attorneys.** See instructions for submission options and required attachments.

### Provider Information:

Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Program Information:

Title of Course: \_\_\_\_\_

Original Date(s) of Course: \_\_\_\_\_

Approval Dates (maximum of one year) \_\_\_\_\_

i.e. April 15, 2019 through April 14, 2020 - these are the dates that the program will appear on our system as approved.

Check All Prerecorded Formats available (a separate activity number will be issued for each format):

Audio                      Video

### Technology & Verification

Are you able to monitor log on/log off times?      Yes      No

Is there a form of attendance tracking used?      Yes      No

Are instructional materials distributed before, or at, the program (Rule 805(c)4)?      Yes      No

Is an evaluation distributed for the program?      Yes      No

### Calculate Hours:

Total minutes of instruction available \_\_\_\_\_ divided by 50 minutes equal \_\_\_\_\_ hrs. This program includes \_\_\_\_\_ minutes of ethics and professionalism and \_\_\_\_\_ minutes of law practice management credit.

*Provider acknowledges and agrees to comply with all CLE Rules and Regulations, has reviewed the Guidelines for Prerecorded Programming, and certifies that the above information (including attachments) is true.*

\_\_\_\_\_  
 Provider Representative, Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date