



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

## Approval of CLE Activity - Live Programming - including Telephone and/or Webinar

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This form should be submitted by providers or individual attorneys seeking CLE credit for live programming. This form should not be used for applications for prerecorded programming (See Rule 805). Please note that **providers should not complete Part B**. Individual attorneys applying for CLE credit must complete all parts. If submitted by an attorney for individual credit, only calculate and include total minutes actually attended in Part C. Kansas CLE will enter the approved hours directly in the attorney's record based on this information unless a modification is required. If the application is submitted prior to the activity, a Notice of Accreditation will be issued.

Submit one application for each activity. There is also an option on the application if the program is a hybrid program (offered both online and in-person).

Attorneys must be provided with high quality instructional materials at or before the program. Rule 805(c)(4). See also Instructional Materials Guidelines. *Instructional materials are not required with the initial application but may be requested. If instructional materials are submitted, the materials will not be returned.*

For In-house programs, applications must be submitted 21 days prior to the activity. Rule 805(a)2. See also In-House Guidelines.

Please review the section on Law Practice Management (LPM) in Rule 808(f) before assigning credit to this category. See also Law Practice Management Guidelines.

### 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.
- Providers applying for credit must attach a \$25 non-refundable application fee made payable to Kansas CLE. This fee may be paid online through your provider portal. Please include your payment receipt with your application submission. Email applications received without a receipt of payment will not be processed. Individual attorneys seeking credit should not include the application fee.

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, (Attorney Name/Bar # if submitted by individual attorney), 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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*File within 30 days of activity*  
 See instructions for submission options  
 and required attachments

## Application for Approval of Live Programming including Telephone and/or Webinar

### Part A: Provider Information **(Required on all applications)**

Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

### Part B: Attorney Information (Only if submitted by an individual attorney for personal credit)

Attorney: \_\_\_\_\_ Kansas SC#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Part C: CLE Activity Information **(Required on all applications)**

Title of Course: \_\_\_\_\_  
 Date(s) of Course: \_\_\_\_\_ City/State or Online/Telephone \_\_\_\_\_

Audience this course is directed and advertised to. If open to non-attorneys, you must list all other professional groups invited:

\_\_\_\_\_

Are there Instructional Materials for the program per Rule 805(c)4?      Yes      No

Registration Fee for course:      No Charge      Fee of \$ \_\_\_\_\_

Format (check one):      In-Person      Webinar      Teleconference      Hybrid (offered both online and in-person)

Is this program open to the general attorney public (Rule 805(a)2)?      Yes      No

Total minutes of instruction\* \_\_\_\_\_ divided by 50 min equal \_\_\_\_\_ hours.  
 This program includes \_\_\_\_\_ minutes of ethics & professionalism and \_\_\_\_\_ minutes of law practice management credit

**Provider:** Based on this information, a notice of accreditation/affidavit may be issued that will need to be signed by the attorney and returned to register credit. By signing below, I certify that this program meets all rules and guidelines required for CLE credit in the state of Kansas. This application, is true and complete.

\_\_\_\_\_  
 If submitted by provider: Signature of Provider Representative      Date

**Attorney:** By signing below, I certify that this information is true and complete. \*I have calculated my hours in Part C based on my individual attendance. Based on this information, Kansas CLE will enter the approved hours directly in my Kansas CLE transcript unless a modification is required. If the application is submitted prior to the activity, a Notice of Accreditation will be issued.

\_\_\_\_\_  
 If submitted by attorney: Signature of Attorney      Date