



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

Approval of Teaching Credit Instructions

Complete one application for each activity taught. (The same program in two locations would need two applications.)

Teaching credit is awarded as an incentive for attorneys to enhance or benefit the legal profession by teaching other attorneys; therefore teaching must be in association with an approved CLE program. Teaching directed to a non-attorney audience, while resulting in self-improvement as a form of self-study, does not qualify for teaching credit.

Preparing written materials for an accredited program, but not teaching the program, does NOT qualify for teaching credit.

Please file Teaching Credit requests within 30 days of activity. Make sure your information is accurate. This form will serve as the affidavit for your participation. Hours will be added directly to your Kansas CLE transcript unless there are modifications to the credit requested. Incomplete applications will be returned WITHOUT review.

You may submit applications via email to kscle@kscourts.gov. You should attach **ONE** pdf that includes the appropriate application and a copy of the publication, if possible. One application per email. Please help us by including the following in the subject line of each email: "TEACHING," Name of Organization, Attorney Last Name and Bar Number, 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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See instructions for submission options

Teaching Credit Application and Affidavit

Make sure your information is accurate. This form will serve as the affidavit for your participation. Hours will be added directly to your Kansas CLE transcript unless there are modifications to the credit requested.

Attorney: _____ Kansas Supreme Court Number: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____

Kansas Activity (Approval) Number* _____ (*Program must be approved in Kansas to be eligible for teaching credit. If this program is not already approved, please complete and attach the Application for Approval of CLE Activity and timed agenda. If you know the program has been approved, but do not know the approval number, you may leave this unfilled.)

CLE Activity Sponsor: _____

Title of CLE Activity: _____

Title of Presentation Segment: _____

Date of Presentation: _____ Location of Presentation/Online: _____

Number of minutes of actual presentation:

CLE _____ incl. _____ Ethics, Professionalism and/or _____ Law Practice Mgmt

Number of minutes spent in preparation for teaching this course: _____

Additional hours spent attending (Time NOT spent teaching - attendance time should be on THIS form):

CLE _____ incl. _____ Ethics, Professionalism and/or _____ Law Practice Mgmt

Affidavit

Kansas CLE will enter the approved hours directly in your Kansas CLE transcript based on the information on this form. Allow 30 days for processing.

Please check your MyKSCLE account online to verify credits entered.

Kansas attorneys and judges may claim up to the maximum number of CLE credit(s) earned for teaching/attendance by executing and returning this ENTIRE form to Kansas CLE. This credit will not be entered into your Kansas CLE transcript unless your name and Kansas Supreme Court number are PRINTED CLEARLY and your signature appears in the spaces below.

 Attorney Signature

 Date