

**Kansas Continuing Legal Education Commission**

**APPLICATION FOR APPROVAL OF CLE ACTIVITY**

**PART A: SPONSOR INFORMATION (Required on all applications)**

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

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

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

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

**PART B: ATTORNEY INFORMATION** (If submitted by an individual attorney for personal credit.)

Attorney: \_\_\_\_\_ SC # \_\_\_\_\_

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

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

**PART C: CLE ACTIVITY INFORMATION (Required on all applications)**

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

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

Location(s) of Course: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Description of materials:

Bound # of pages (est.) \_\_\_\_\_  Looseleaf  Outline  Electronic\*

\*If electronic, sponsor/attorney verifies that attendees had a laptop to view the materials at the program. *Initial Here* \_\_\_\_\_

Registration Fee:  No charge  Fee of \$ \_\_\_\_\_

Check all that apply:  Live  Video  Satellite  In-House

Total minutes of instruction \_\_\_\_\_ divided by 50 min. equal \_\_\_\_\_ hours. This program includes \_\_\_\_\_ minutes of prof. responsibility credit.

**Based on this information, a notice of accreditation/affidavit will be issued that must 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, with all required attachments, is true and complete.**

**If submitted by sponsor:**

\_\_\_\_\_  
Signature of Sponsor Representative Title

**If submitted by individual attorney:**

\_\_\_\_\_  
Signature of Attorney Date

**Required Attachments:**  
***Incomplete applications will be returned without review.***

1. 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.

*Submit one application for each activity. (Exception: Identical programs being repeated on different dates and/or locations can be submitted on one application)*

2. Attach a brochure, advertisement or announcement for the course. This may be included with #1.

3. **Sponsors only** must attach a \$25 *non-refundable* application fee made payable to the Kansas CLE Commission. Individual attorneys seeking credit should not include the application fee.

4. Written materials are not required with the initial application but may be requested. If requested, **you must organize the materials so that they correspond to each session listed on the agenda.** If written materials are submitted, the materials become property of the Commission and will not be returned.

Attorneys are required to have high quality written materials in front of them at the program. Supreme Court Rule 804(d). See Written Materials Policy Statement.

If written materials are provided electronically, the sponsor/attorney must verify that the attorney had a laptop at the program to review the materials.

5. Clearly indicate on the timed agenda/outline all session(s) for which you seek CLE credit and professional responsibility credit.

6. For In-house programs, applications must be submitted 30 days prior to the activity.

**Kansas CLE Commission**  
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Topeka, KS 66603  
Phone: (785) 357-6510  
Website: [www.kscle.org](http://www.kscle.org)

