

**THE NORTH CAROLINA STATE BAR
BOARD OF CONTINUING LEGAL EDUCATION**

217 East Edenton Street, Raleigh, NC 27601
Post Office Box 26148, Raleigh, NC 27611
(919) 733-0123

FOR OFFICE USE ONLY	
Sponsor Number:	_____
Course Number:	_____
SA _____ E _____ G _____ T _____	

BAR MEMBER'S APPLICATION FOR CLE CREDIT

SEE THE BACK OF THIS PAGE FOR SUMMARY OF NC REQUIREMENTS

Note: This form should be used only when the sponsor of the CLE activity declines to submit an approval request. The attorney should ask the sponsor to request approval before submitting this form and supporting documentation.

1. Full Name of Attorney: _____ Telephone (____) _____
2. NC State Bar Membership Number: _____ E-mail Address: _____
3. Address: _____
4. Full Name of CLE Sponsor: _____
5. Name of Sponsor Contact: _____ Telephone (____) _____
6. Title of CLE Activity: _____
7. Exact Date(s) of CLE Activity: _____ Location (city, state): _____
8. Registration Fee(s): _____
9. Type of Activity: Interactive computer program (CD/Rom, Online, iPod or MP3)
(Describe the interactive component of the program)
10. Live program, presenters and attendees on-site Live audio-only (telephone) hook-up Live audio and video transmission, with/without Web cast Group video viewing
11. This CLE activity was / was not open to and advertised to attorneys outside my firm/company.
12. Member's request for number of CLE minutes (for computer programs, give running time):

Ethics, professional responsibility, or professionalism:	_____	minutes
Substance Abuse/Mental Health Awareness (must be a minimum of 60 minutes)	_____	minutes
General/other (Substantive law topics other than ethics, professional responsibility, or professionalism)	_____	minutes
Total:	_____	minutes
13. Attach the following **required** information:
 - a. A description of the subject matter of the course.
For longer programs, provide a description of the subject matter covered in each section.
 - b. **If the program has an ethics, professional responsibility, professionalism or substance abuse component, please submit the course materials.**
 - c. Identification of all presenters by name and qualification.
 - d. A real-time agenda. (See back for time and content requirements.)
14. The Attorney represents that to his or her knowledge this CLE activity (A) Complies with the Rules and Regulations including any amendments thereto (see nbar.gov or the current North Carolina State Bar Lawyer's Handbook), and (B) Was not previously disapproved by the Board of Continuing Legal Education. The Attorney acknowledges that approval of this CLE activity may be declined or revoked for violations of the aforesaid Rules and Regulations or for the failure of the Attorney to comply with the agreements and representations in this request.
15. The Attorney acknowledges that he or she is responsible for submitting all related attendee fees for an approved course.

Date: _____ Attorney's Signature: _____

ADDITIONAL INFORMATION ON BACK

BASIS OF APPROVAL

North Carolina has no reciprocal agreement with any other state or organization to recognize another organization's evaluation of the CLE credits for a program, nor does previous approval of an activity imply approval of any future activity. All activities are evaluated per occurrence (with the exception of computer programs, which are approved for the calendar year) according to the North Carolina CLE rules and regulations.

CONTENT AND TIME REQUIREMENTS

1. North Carolina uses a 60-minute hour. That is, 60 minutes are required to equal one CLE credit hour.
2. Only the time of actual instruction counts toward CLE credit hours.
3. Question and answer sessions are considered actual instruction and may be included for CLE credit provided such question and answer sessions do not exceed 15 minutes per CLE credit hour. For example, a program approved for 4 total CLE credit hours may include up to 1 hour of questions and answers.
4. No complete CLE activity may be less than 30 minutes in length. However, a program may include individual topics of less than 30 minutes in length.
5. CLE credit, when converted from minutes to hours, will be rounded **down** to the nearest quarter-hour.
6. CLE credit is not given for:
 - Introductory remarks
 - Breaks
 - Business meetings
 - Personal development programs
 - Presentations on marketing a law practice or client development
 - Speeches in connection with banquets or other events that are primarily social
 - Demonstrations of services or products with intent to sell
7. Note, in reference to instruction in **professional responsibility/ethics/professionalism**, that programs so classified may **not** include topics such as attorney fees, client development, communication skills, etc., except to the extent that professional responsibility is directly discussed in connection with such topics.
8. All activities, including computer programs, must be either live or interactive. No credit will be given for self-study. Video presentations must be scheduled for a minimum of three attorneys.

FEES

The NC State Bar Board of CLE currently charges a fee of \$3.50 per credit hour per attorney.

The Sponsor pays the fee in the following circumstances:

- Approved activity is presented in North Carolina.
- Sponsoring organization is based in North Carolina, regardless of where the approved activity is presented.

The Sponsor has the option of paying the fee in the following circumstances:

- Approved activity is offered without charge to attendees, regardless of where the approved activity is presented.
- Approved activity is offered by sponsor based outside North Carolina **and** is presented outside North Carolina.

When a Sponsor does not pay fee, the North Carolina State Bar will bill attorneys directly for hours attended.

Do not submit fee payment with this form.

FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:

www.nccle.org