

THE NORTH CAROLINA STATE BAR
BOARD OF CONTINUING LEGAL EDUCATION
208 Fayetteville Street Mall
Post Office Box 26148
Raleigh, NC 27611
(919) 733-0123

REQUEST FOR CLE CREDIT BY TEACHER OF AN APPROVED CONTINUING LEGAL EDUCATION ACTIVITY

1. Name of Teacher: _____ Telephone (____) _____

2. North Carolina State Bar Membership Number: _____

3. Address _____

4. Name of CLE Sponsor: _____

5. Name of Sponsor Contact Person: _____ Telephone: () _____

6. Address of Sponsor: _____

7. Title of CLE activity: _____

8. Date of CLE activity: _____ 9. Location of CLE activity: _____

10. Is the CLE Sponsor an Accredited Sponsor: () Yes () No

11. Has the CLE activity been approved? () Yes () No

12. Please check one: () Initial Presentation () Repeat Presentation

13. How long was the teacher's presentation: _____ minutes

14. Requested number of (1) total CLE hours and (2) portion of the total hours devoted to Professional Responsibility:

A. For Teaching:

(1.) _____ minutes X 3 = _____ Total CLE Hours (÷ by 2 if repeat presentation, _____)
 30

(2.) Please break down the total hours if appropriate:

(a.) _____ minutes X 3 = _____ Professional Responsibility/Ethics/Professionalism Hours
 30 (÷ by 2 if repeat presentation, _____)

(b.) _____ minutes X 3 = _____ Practical Skills CLE Hours
 30 (÷ by 2 if repeat presentation, _____)

B. For Attending other portions of the program:

(1.) _____ minutes = _____ Total CLE Hours **(please round downward to the nearest ¼ of an hour)**
 60

(2.) Please break down the total hours if appropriate:

(a.) _____ minutes = _____ Professional Responsibility/Ethics/Professionalism Hours
 60

(b.) _____ minutes = _____ Practical Skills CLE Hours
 60 **(continued on reverse side)**

C. Total CLE Hours for Teaching and attendance (A.(1.) + B. (1.))_____

D. Total Professional Responsibility Hours for teaching and attendance (A. (2.)a. +B.(2.)a.)_____ (Please round the number of hours downward to the nearest ¼ of an hour.)

15. Teacher's fee of \$2.25 X total number of CLE hours (teaching and non-teaching) for which credit is sought
() Will be paid by teacher in January () Will be paid by sponsor within 30 days of the presentation

Note: In the event the CLE sponsor does not pay the teacher's fee, the teacher understands that he or she will be responsible for the fee. This fee should accompany the annual report and should not be submitted with this request.

16. The teacher represents that to his or her knowledge this CLE activity (A) complied with the Continuing Legal Education Rules and Regulations including any amendments thereto, and (B) has not been previously disapproved by the Board of Continuing Legal Education.

DATE:_____ TEACHER'S SIGNATURE:_____

CLE HOURS

1. As a contribution for professionalism, credit may be earned for teaching in approved continuing legal education activities. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of three (3) hours for each thirty (30) minutes of presentation. Repeat presentations qualify for one-half of the credits available for the initial presentation. A teacher may also receive credit on an hour-for-hour basis for attending portions of the CLE activity other than those for which teaching credit is earned, but may not receive both attendee credit and teaching credit for the portion he or she teaches.
2. Only time of actual instruction will be considered for CLE credit.
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 hour of presentation.
4. **CLE credit is not given for:**
 - Introductory Remarks
 - Breaks
 - Business meetings
 - Meals
 - Keynote Speeches
 - Speeches in connection with meals

PROFESSIONAL RESPONSIBILITY/ETHICS

1. Instruction in professional responsibility/ethics includes topics on professional responsibility and professional liability.
2. Instruction in professional responsibility does **not** include topics such as attorney fees and client development except to the extent that professional responsibility is directly discussed in connection with such topics.

PRACTICAL SKILLS

"Practical Skills courses" are those courses which are devoted primarily to instruction in basic practice procedures and techniques as distinct from substantive law. Examples of such courses would include preparation of legal documents and correspondence and development of specific basic lawyering skills, such as voir dire, jury argument, introducing evidence, and effective management of a law office.

Current updates, hot topics, trends, new developments, status and standards in the law are not practical skills.