

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

**217 E. Edenton St., Raleigh NC 27601
P.O. Box 26148, Raleigh, NC 27611
(919) 733-0123
Email: CLEApplications@ncbar.gov**

FOR OFFICE USE ONLY

Sponsor Number: _____

Course Number: _____

PWB ____ E ____ Tech ____ O ____ T ____

SPONSOR'S APPLICATION FOR CLE CREDIT

Note: This application should be transmitted to the CLE Board at least 45 days before presentation of the CLE program.

1. Full Name of Sponsor: _____
2. Name of Contact Person: _____ Telephone (____) _____
3. Address _____
4. E-mail Address: _____ Web Address: _____
5. Title of CLE Program: _____
6. Type of Program:

<input type="checkbox"/> Pre-recorded computer program (On-Demand) <input type="checkbox"/> Live Webcast	<input type="checkbox"/> Live program, presenters and attendees on-site <input type="checkbox"/> Live audio-only (telephone) hook-up <input type="checkbox"/> Group video viewing
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If the program is pre-recorded, please provide the date of the original production: _____
7. Date/Time of Live Activity: Begin (hour & date): _____ End (hour & date): _____
8. Location (city, state/country): _____
9. Registration Fee(s): _____
10. The CLE program is being offered and advertised as follows (specify method and location of advertising): _____
11. The CLE program is being offered under the Mandatory Trust Account requirements found in Rule 1.15.
Yes _____ No _____
12. The CLE program ____ was / ____ was not open to and advertised to attorneys outside of the firm/company.
13. Please attach the following **required information**:
 - A. A description of the subject matter covered in the course. For longer programs, describe the content of each section.
 - B. If the program has an ethics, professional responsibility, professionalism, or professional well-being component, please submit the course materials for those sessions.
 - C. A real-time agenda. (See page 2 for time and content requirements.)
14. Sponsor's calculation of number of CLE minutes (for computer programs, give running time):

Ethics, professional responsibility, or professionalism:	_____ minutes
Professional Well-Being (PWB) (must be a minimum of 60 minutes)	_____ minutes
Technology (must be a minimum of 60 minutes)	_____ minutes
Other	_____ minutes
Total:	_____ minutes

(Continued on page 2)

15. The Sponsor agrees to furnish the following to the Board of Continuing Legal Education, within thirty (30) days after the CLE activity:
 - a. An **alphabetical** list of attendees, including their NC State Bar **membership numbers** and a statement of the professional well-being, ethics, tech, other, and total credit hours taken by each attendee.
16. The Sponsor represents that it will:
 - a. Comply with the Continuing Legal Education Rules and Regulations including any amendments thereto;
 - b. Conduct this CLE program substantially as advertised and presented in this request, subject to emergency substitutions and withdrawals;
 - c. Allow in-person observation of this CLE program by members and staff of the Board of Continuing Legal Education.
17. The Sponsor acknowledges that this CLE program may be disapproved, and prior approvals of any CLE program revoked for violations of the Rules and Regulations or for failure to comply with the agreements and representations contained in this request.

Date: _____

CLE Sponsor: _____

Signature: _____

Title: _____

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 program 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. Instruction in **professional responsibility/ethics/professionalism**, programs 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 courses, 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.

SPONSOR-APPLICATION FEES

The NC State Bar Board of CLE currently charges an application fee: [Click here for the Fee Schedule.](#)

FOR MORE INFORMATION ON CLE REQUIREMENTS VISIT:

www.nccle.org