

**UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION**

To the state of: \_\_\_\_\_

1. Sponsoring organization:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

2. Title of educational activity:

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

3. Date(s) and location(s): \_\_\_\_\_

4. Registration fee: \_\_\_\_\_

5. Writing surface available?  Yes  No

6. Delivery Method(s):  faculty in room with participants;  telephone to broadcast site;  interactive video;  
 satellite;  audiotape presentation;  videotape presentation;  interactive computer/internet  discussion leader present

7. Advertised to:  Lawyers;  Clients;  Others (specify, list %): \_\_\_\_\_

8. List any admission restrictions: \_\_\_\_\_

9. "In-house activity" requirement (see local rules to determine applicability):

open/publicized to outside lawyers;  outsiders are \_\_\_\_\_ % of faculty;  clients are \_\_\_\_\_ % of audience

10. Method of evaluation:  participant critique;  independent evaluator;  none

other \_\_\_\_\_

11. Description of materials to be distributed: total pages \_\_\_\_\_  looseleaf;  bound

Distributed:  Before Program;  At program;  Other \_\_\_\_\_

12. REQUIRED ATTACHMENTS to this application:

- a. time schedule (brochure, course outline, course description)
- b. table of contents or equivalent
- c. faculty name(s) and credentials (if not in brochure or description)
- d. complete set of materials (contact MCLE office)
- e. fees (\$15 if submitted by attendee, \$50 if submitted by sponsor)

13. Total minutes of instruction, not including breaks, meals or introductions:

General (non-ethics): \_\_\_\_\_  
 Ethics (minutes): \_\_\_\_\_  
 Total: \_\_\_\_\_  
 Other: \_\_\_\_\_

14. Approval by other states: Granted by \_\_\_\_\_

Denied by \_\_\_\_\_

15. Submitted by:  employee of sponsor/provider;  individual lawyer

**SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations attached.**

Sponsor Representative \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Attorney Name \_\_\_\_\_  
 State Bar Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**STATE ACCREDITATION OFFICE  
 NOTICE OF DECISION**

Course No. \_\_\_\_\_

(To be completed by the state accreditation office and returned to applicant)

The following action has been taken on this application:

RETURNED for more information.  
 Please complete each item on the form indicated by the number(s) circled below:  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

APPROVED for \_\_\_\_ CLE credits, including \_\_\_\_ Ethics credits

DENIED Reference \_\_\_\_\_

SEE ATTACHED MATERIALS.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ MCLE Staff \_\_\_\_\_

**VI BAR ASSOCIATION  
MANDATORY CONTINUING LEGAL EDUCATION REQUIREMENTS**

- a. Conduct the program substantially as advertised, subject to emergency substitutions and withdrawals.
- b. Distribute thorough, high quality, readable and carefully prepared written materials to participants.
- c. Conduct the program in a comfortable physical setting, equipped with suitable writing surfaces.
- d. The program must deal primarily with matters related to the practice of law, professional responsibility or ethical obligations of attorneys. Ethics segments must be clearly designated on the agenda before credit can be given.
- e. Conduct a sign-in of attendees at the beginning of the morning, afternoon and evening session and is required for all in-state seminars and for seminars held out-of-state.
- f. A list of VI Bar Association member attendees must be sent to the VIBA/MCLE Administrator within 30 days after the program via the required e-mail format. Further instructions for e-mail reporting will be provided if the course is approved.

**THE ORGANIZATION ACKNOWLEDGES THAT FAILURE TO ADHERE TO THIS AGREEMENT IS GROUNDS FOR DISAPPROVAL OF THE ACTIVITY.**

**GUIDELINES FOR CALCULATING CREDIT**

1. An instructional hour will in all events contain at least fifty (50) minutes.
2. The following may not be counted for credit:
  - a. coffee breaks
  - b. opening or closing remarks
  - c. meal breaks
  - d. business meetings
3. Hours of credit shall be determined by the following formula:  
$$\text{Total minutes} \text{ minus } \begin{array}{l} \text{meal breaks} \\ \text{remarks} \\ \text{business meetings} \end{array} \text{ divided by } 50 \text{ minutes equals CLE credits}$$
4. The hours of credit merely reflect a maximum that may be earned through attendance. Only actual attendance by the attorney earns credit.
5. Legal ethics must be presented as a separate topic, clearly identifiable, for a specified period of time before ethics credits are awarded.

**COMPLETED FORMS, CORRESPONDENCE AND ATTENDANCE REPORTS SHOULD BE DIRECTED TO: Virgin Islands Bar Association MCLE Division, P. O. Box 224108, Christiansted, VI 00822.**