



## **INSTRUCTIONS for SUBMITTING AN INDIVIDUAL BAR MEMBER APPLICATION**

Attorneys and LPPs may apply to receive credit for programs that the provider has not applied for accreditation in the State of Utah but wish to have the learning credits apply to their transcript. If the event has relevant presentations in the field that they practice, they are likely to get credit in a case by case basis. [14-410 14-411](#)

Form 4 is for a program which is attended “Live”:

- **In-person CLE** means CLE presented in a classroom setting where the lawyer or paralegal practitioner is physically in the same room as the presenter.
- **Verified E-CLE** means CLE presented via a computer program over the internet where active participation by the lawyer or paralegal practitioner in the CLE is possible and the virtual presentation is happening simultaneously as the lecturer presents the CLE.

The following applications will qualify for “Self-Study” [14-409 14-413](#)

- **Form 5** for an event pre-recorded and viewed on-demand.
- **Form 6** for writing an article, book, or other published work.
- **Form 7** is for applying for credit for lecturing a pre-approved CLE to bar members or teaching in a university or college.
- **Form 8** is for lecturing in an outreach capacity. (Lecturing or teaching a non-approved CLE program or lecturing to non-attorneys.)

The Bar Member will need to provide a certificate of attendance and/or the agenda which may be filed and uploaded through the Utah Supreme Court Board of CLE web site [www.MCLEUtah.org](http://www.MCLEUtah.org) or email the application and documentation to [STAFF@MCLEUtah.org](mailto:STAFF@MCLEUtah.org)

A paper application may still be submitted. Please contact [STAFF@MCLEUtah.org](mailto:STAFF@MCLEUtah.org) to request to appropriate form.

MCLE Staff will be notified when a new application has been submitted and create an invoice for the \$10 filing fee which can be paid on-line through the [Utah State Bar Practice Portal](#). We will email you when that invoice has been prepared and is ready to be paid on-line.

Once the payment has been recorded, the application will then be passed on to be reviewed by the Utah Supreme Court Board of CLE. Please allow 2-3 weeks from the time you submit the application to get back to you with a notice of decision and to get the credits uploaded into the database where the credits will be reflected on your transcript.