



INSTRUCTIONS FOR SUBMITTING AN INDIVIDUAL BAR MEMBER APPLICATION

Attorneys and licensed paralegal practitioners 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 certifications. If the event has relevant presentations in the field that they practice, they are likely to get credit on a case-by-case basis.

Programs which are attended “**live**” (in-real-time) [11-602](#) and [11-604](#) will be awarded Verified CLE credit:

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

Programs may qualify for **Elective CLE** credit (self-study) [11-609](#) and [11-613](#)

- Watching a pre-recorded event on-demand.
- Writing and publishing an article in a legal periodical.
- Lecturing, teaching, or delivering a paper or speech to attorneys.
- Lecturing in an outreach capacity. (Lecturing or teaching a non-approved CLE program to non-attorneys.)
- Full-time law school faculty members.

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 or email the application and documentation to staff@mcleutah.org.

Paper applications may still be submitted. Please contact staff@mcleutah.org to request the appropriate form.

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

Once the payment has been recorded and you notify us that the invoice is paid, 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 for staff to get back to you with a Notice of Decision. The credits will be uploaded into the database and reflected on your transcript.