



UTAH SUPREME COURT BOARD  
of CONTINUING LEGAL EDUCATION  
Utah Law and Justice Center  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
Telephone (801)746-5230  
Email staff@mcleutah.org

**APPLICATION BY NON-APPROVED SPONSOR FOR  
ACCREDITATION OF A CLE ACTIVITY**

**Please Note: The program must deal with subject matter directly related to the practice of law**

This form must be submitted within 30 days prior to or following the course.

1. Name of CLE Sponsor: \_\_\_\_\_
2. Name of Contact Person: \_\_\_\_\_
3. Telephone: \_\_\_\_\_
4. Address: \_\_\_\_\_  
\_\_\_\_\_
5. Email: \_\_\_\_\_
6. Title of CLE activity: \_\_\_\_\_
7. Date(s): \_\_\_\_\_ Location(s): \_\_\_\_\_
8. Method(s) of Presentation:  

<b>Verified CLE (Live):</b> Faculty in Room with Participant Verified eCLE Interactive Video (Live Webinar)	<b>Elective CLE (Self-Study):</b> On-Demand (Pre-Recorded) Webcast (Re-Broadcasts) Other: _____
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9. Course registration fee(s): \$ \_\_\_\_\_ Expected or actual Attendance: \_\_\_\_\_
10. The Sponsor's calculation of the requested number of (a) Total Credit Hours (b) Portion of Total Credit Hours devoted to Ethics (c) Portion of Total Credit Hours devoted to Professionalism & Civility \*Ethics and Professionalism & Civility hours are included in total credit hours.  
 (a) Total Credit Hours: \_\_\_\_\_ (b) Ethics\*: \_\_\_\_\_ (c) Professionalism & Civility\*: \_\_\_\_\_
11. Is this seminar made available to all attorneys in the state of Utah? Yes \_\_\_\_ No \_\_\_\_ If not, state why it is beneficial to limit the attorneys who may attend. \_\_\_\_\_
12. Is your organization accredited for CLE in other states? Yes \_\_\_\_ No \_\_\_\_  
 Please specify which states \_\_\_\_\_

**The required course approval fee is computed as follows; \$25 accreditation fee per application. \$1.50 per credit hour per attendee, the \$1.50 fee will be cap \$15.00 per attendee and shall be submitted no more than 30 days following the date of the activity. (The course approval fees shall be waived for CLE activities for which no charge is made. Per-credit hour fees are still required)**

The Sponsor agrees to submit to the Utah Supreme Court Board of Continuing Legal Education within 30 days following this activity an alphabetical list of Utah attendees including the State Bar membership number, and or attendance information in a computerized format to be prescribed by the Board.

Submit with this Application the following information:

- Time Schedule/ agenda (Brochure, Outline, Description)
- Table of Contents
- Faculty Description

The sponsor represents that it will:

- Comply with the Rules and Regulations of the Utah Supreme Court Board of Continuing Legal Education, including any amendments thereto;
- Conduct this CLE activity substantially as advertised and presented in this application, subject to any emergency substitutions and withdraws.
- Allow in-person observation by the justices of the Utah Supreme Court and members of the Utah MCLE Board & staff;
- The sponsor acknowledges that this activity may be disapproved, and prior approval of any CLE activity revoked for non-compliance with the Rules and Regulations, and amendments thereto, or for failure to comply with the agreements and representations contained in this request.

Date: \_\_\_\_\_ CLE Sponsor: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**NOTICE OF DECISION**

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

The following action has been taken on this application:

**APPROVED** for \_\_\_\_\_ total CLE Credits including \_\_\_\_\_ Ethics credits and \_\_\_\_\_ Professionalism & Civility credits.

**ACCREDITATION DENIED.**

Reference \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERRED** to CLE regulatory meeting on \_\_\_\_\_

Date \_\_\_\_\_ MCLE Staff \_\_\_\_\_