FORM 3

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

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 ____

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:
   Verified CLE (Live):
   - ☐ Faculty in Room with Participant
   - ☐ Verified eCLE Interactive Video (Live Webinar)

   Elective CLE (Self-Study):
   - ☐ On-Demand (Pre-Recorded)
   - ☐ Webcast (Re-Broadcasts)
   - ☐ Other: _____
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: _____