INDIVIDUAL APPLICATION for
LIVE or VERIFIED E-CLE ACCREDITATION

UTAH SUPREME COURT BOARD of
MANDATORY CONTINUING
LEGAL EDUCATION
Telephone: (801)746-5230
Email: STAFF@MCLEUtah.org
www.MCLEUtah.org

APPLICATION by a LAWYER or LICENSED PARALEGAL PRACTIONER for ACCREDITATION of LIVE, IN-PERSON and VERIFIED E-CLE ACTIVITIES
not previously accredited by a provider

Please Note: The program must deal with subject matter directly related to the practice of law. Utah is a 60-minute per credit state.

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.

☐ **ACCREDITATION DENIED.**
Reference _____

☐ **RETURNED** to applicant for more information.
Please provide the following:
_____
If the requested information is not provided within 15 days of this notice the application will be denied. Due: _____

Date_____ MCLE Staff_____

You will receive a notice of decision within 4-6 weeks.

1. Applicant name: _____
2. Utah State Bar membership number: _____
3. Telephone: _____
4. E-mail address: _____
5. Name of CLE Provider: _____
6. Title of CLE Activity: _____
7. Date(s): _____ 8. Location: _____
9. The applicant's calculation of the requested number of (a) Total Credit Hours (b) Portion of Total Credit Hours devoted to Ethics/Professional Responsibility (c) Portion of Total Credit Hours devoted to Professionalism & Civility.
   *Specialty Hours are *included* in Total Credit Hours.
   (a)**Total** Credit Hours*: _____
   (b)Ethics/Professional Responsibility* Hours: _____
   (c) Professionalism & Civility* Hours: _____
10. Is the program accredited for CLE in other states? Yes☐ No☐ If yes, please specify which states: _____
11. Submit with this application the following information:
    a. A brochure and/or other outline that:
       (1) Describes course contents
       (2) Certificate of attendance
       (3) Web link that shows additional content
       (4) Table of contents/Timed agenda
    b. A copy of any other materials or links that shows why this CLE activity meets the accreditation standards contained in the Utah Supreme Court Board of MCLE rules and regulations.
12. **The Required Non-Refundable Special Accreditation Fee Is $10.00. An** MCLE staff member will reach out by email when an invoice has been created and is ready to be paid online. Checks are no longer accepted as a form of payment. Applications not paid for after 6 weeks will be denied.

The applicant represents this CLE activity (a) complies with the Utah Supreme Court Board of Mandatory Continuing Legal Education Rules and Regulations including any amendments thereto; and (b) has not been previously disapproved by the Utah Supreme Court Board. The applicant acknowledges that approval of this CLE activity may be declined or revoked for noncompliance of the Rules and Regulations or for the failure of the applicant to comply with the agreements and representations contained in this request. **I hereby certify that the information contained herein is complete and accurate.**

Signature: _____ Date: _____

Updated August 1, 2026