APPLICATION for LECTURING
in an OUTREACH CAPACITY

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 ELECTIVE/SELF-STUDY CREDIT

Please Note: A maximum of four hours of community outreach CLE credit allowed each compliance period.
The presentation must deal with subject matter directly related to legal topics. 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 Provider: _____
6. Name of Provider contact person: _____
7. E-Mail: _____
8. Date: _____
9. Location: _____
10. Title of Presentation: _____
11. Submit with this application the following information:
    a. An agenda and/or other outline that:
       1. Identifies the audience to whom the lecture is presented.
       2. States the purpose of the presentation.
       3. List of topics by title.
       4. Shows the time schedule of each topic.
    b. A copy of any other materials or web link that show why this CLE activity meets the accreditation standards contained in the Utah State Board of CLE Rules and Regulations.
12. The applicants'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*_____
13. **The Required Non-Refundable Special Accreditation Fee is $10.00.** An MCLE staff member will reach out to you by email when an invoice has been created and can 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 member 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 member 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: _____