WASHINGTON STATE BOARD OF MANDATORY CONTINUING LEGAL EDUCATION

Washington State Bar Association • 1325 4th Ave, Ste 600 • Seattle, WA 98101-2539 • 800-945-WSBA (9722) • 206-443-WSBA • Fax: 206-727-8313

APPLICATION FOR APPROVAL OF CONTINUING LEGAL EDUCATION ACTIVITY

FORM 1 (revised 5/22/12)

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STANDARDS FOR APPROVAL: "Legal education" means activities that meet the requirements of APR 11 and its regulations and that maintain or enhance the competence of lawyers. Courses must have significant intellectual or practical content related to the practice of law or legal ethics. The topic, depth, and skill level are considered for accreditation. Written materials are required. *(See APR 11 and its Regulations.)*

NOTE: 1) All Applicants -- A program is not approved until applicant is notified of approval. -- Please submit a separate application for each CLE activity. **2) Member applicants** applying on their own behalf and not on behalf of a sponsoring organization are **not** required to pay the application fee.

Application Date:	Applicant Telephone Number:	Applicant E-mail Address:

1. Name and address of applicant *(return address)*:

2. Sponsoring organization *(name of organization presenting the activity)*:

NOTE: *Private law firms, legal departments, and government agencies are considered the **Sponsor** of any event they present, even when contracted with another CLE provider to do so. (Reg 104(a)(2)(A))*

3. Title of educational activity:

4. City & State of activity *(or specify tele/video/web conference)*:

For Office Use Only

ACTIVITY ID #:

❒ Approved	Max Total:	Max Ethics: (included in total)
❒ Live ❒ A/V	Total Earned:	Ethics Earned: (included in total)

❒ CLE credit denied.

❒ Placed on the agenda for the next MCLE Board meeting.

❒ Please see attached materials.

❒ Approved	Nexus Credits:
❒ Approved	Prep Time Credits:
Prep Time Act ID #:	

❒ New ❒ Dup

5. Date(s) of activity (*For A/V, give date originally recorded*):

A/V Listening/Viewing Date(s):

NOTE: *Starting 1/1/09 private law firm, in-house legal department, and government agency sponsors must apply 14 days prior to the date of the event.* A $35.00 late application fee will be assessed for late submissions. (APR 11 Regulation 104(a)(2)(B))

6. Type of Activity:

☐ Live: A "live" activity takes place in "real time" (i.e. not pre-recorded) in which participants attend either in person or through an electronic medium such as a teleconference, videoconference or webcast.

☐ A/V: An "A/V" (audio/visual) activity is a pre-recorded seminar with a set running time viewed or listened to through an electronic medium, such as video or audio tape, CD, DVD or the internet (see APR 11 Regulation 103(h)).

7. ☐ **MEMBER:** Check here if you participated in this activity as a speaker or a panelist and would like credit for your **PREPARATION TIME**. Please provide the following information:

☐ Individual Speaker

☐ Panelist Length of PRESENTATION (in Minutes): _____ Length of PREPARATION (in Hours): _____

8. ☐ Check here if this is an In-House Seminar: An "in-house seminar" is one sponsored by a private law firm, corporate legal department or government agency for the benefit of its employees. (Courses provided by associations such as WSTLA for their members are not considered in-house seminars.)

☐ **PRIVATE FIRM SPONSOR**: Check here to affirm (a) that the activity does not include marketing of the sponsoring firm in any manner, and (b) that the activity deals neither directly nor indirectly with any matter pending before the sponsoring firm.

☐ **GOVERNMENT AGENCY SPONSOR**: (Circle answers below.)

YES **NO** Is this program open to non-government attorneys?

YES **NO** Are written materials for this activity available to the MCLE Board upon request?

9. ☐ **SPONSOR**: Enclose $50.00 application fee. Fee is non-refundable. *Applications submitted without fee will not be processed.* Make checks payable to: Washington State Bar Association.

Note: Private law firm, corporate legal department and government sponsors must also enclose a $35 late fee if the Form 1 is postmarked or delivered less than 14 days prior to the first presentation day of the activity.

☐ **MEMBER**: Applying on own behalf for course approval and attendance, ***and is not, nor affiliated with, the activity Sponsor.*** **BAR NUMBER** _____

NOTE: (1) A lawyer who is associated with or employed by a private law firm or corporate legal department that maintains an office within Washington State may not apply to receive credit for a continuing legal education course sponsored by that private law firm or corporate legal department for which the sponsor did not submit a completed Form 1. **(2)** A lawyer who is the sponsor of a CLE program must submit a Form 1 as a sponsor, not as an individual lawyer, and follow all rules and regulations applicable to sponsors. (APR 11 Regulation 104(b)(2)-(3))

10. ☐ **MEMBER**: Check here if this activity does not, on its face, directly deal with the practice of law.
Credit may be available if there is a substantial relationship to the lawyer's field of practice and the topic, depth and skill level will improve the lawyer's competence to practice law (see APR 11 Regulation 103(i) effective 1/1/09)). Please use this space to establish the **NEXUS** between the non-legal subject matter of this activity and the applicant's field of practice. Attach an additional sheet if necessary.

11. (a) Describe materials to be distributed to participants. (**Do not send course materials**):
NOTE: All Activities – Live and A/V -- must include high-quality written materials (as hard-copy or electronic) presented to all attendees.
☐ Outlines ☐ Text ☐ Authored by speaker(s) ☐ Typewritten ☐ Supporting documentation Total pages _____

(b) Are the course written materials available to the MCLE Board for review? ☐ Yes ☐ No

12. Description of physical facilities *(check all that apply)*:
☐ Classroom seating ☐ Theater seating ☐ Writing surface available ☐ Other – describe:

13. Please indicate whether attendees are provided a critique form or evaluation sheet for giving feedback about the course.
[See APR 11 Regulation 102(e).]
Course evaluation form provided? ☐ Yes ☐ No

14. Targeted audience – professional background of invited registrants:

15. Name, professional/educational background, and practical/teaching experience of faculty *(or attach program agenda)*:

16. Please provide a time schedule and agenda in the space below which includes the **start and end time** of all instruction sessions, meals and breaks, and the topics discussed during each session, indicating ethics content as appropriate. You may also attach a document that provides the specific information requested (**Do not send course materials**):

Start and End time for each session (e.g., 9:30 – 10:45 a.m.)	Subject of each segment (e.g., "Special Court Jurisdiction")	Faculty	Teaching Technique used in each segment (e.g., lecture, discussion, self-study)	Total number of minutes devoted to each session (e.g., 320 minutes)
		Registration fee charged to seminar registrants in U.S. dollars:	$	Total minutes:

17. **SPONSOR**: Sponsoring agency agrees **(1)** to allow the Washington State Board of Continuing Legal Education, a member thereof, or such other person as it shall designate, to audit at no cost the proposed program; **(2)** to maintain a list of all Washington attorneys in attendance at the program, and **(3)** to transmit such list, along with a submission fee of $3.00 per WA-licensed attendee, to the Washington State Board of Continuing Legal Education within 30 days following the final presentation of the program (as listed on Page 1 of this form).

Signature: _____ Date: _____

Printed Name: Title: