

STATE BAR of GEORGIA
COMMISSION ON CONTINUING LAWYER COMPETENCY

Form 5

104 Marietta Street, N.W., Suite 100
Atlanta, Georgia 30303
(404) 527-8710, www.gabar.org

**APPLICATION FOR STATUS AS AN ACCREDITED SPONSOR OF
CONTINUING LEGAL EDUCATION ACTIVITIES**

1. Name of CLE Sponsor: _____
2. Name of Contact Person: _____ Telephone _____
3. Address (Include Firm's Name): _____
_____ Email _____
4. Title of the CLE Activity: _____
5. Date(s): _____
6. Location(s) (city and state): _____
7. Have at least three (3) of your recent CLE activities been approved for full MCLE credit in Georgia? ____ YES
____ NO
8. How long have you been sponsoring CLE activities? _____
9. In what other state(s) have your CLE activities been approved? _____

10. In what other states do you have "accredited sponsor" status? _____
11. In what professional organizations, (such as Association of CLE Administrators) are you a member in good standing?

12. Approximately how many CLE activities do you conduct per year? _____
13. In what states are your CLE activities held? _____
14. Attach to this Application: brochures or a list showing the CLE activities which you sponsored within the last two years. As a minimum, this should include for each CLE activity (a) the title, (b) a description of the course content, (c) the names and qualifications for the faculty, and (d) the location at which it was conducted. You may limit this to your 12 most recent CLE activities.
15. Enclose with this Application: One copy of the materials that were distributed to each attendee at your three most recent CLE activities. A submission of this form without written materials will only delay the review process.
16. By submitting this application, the CLE sponsor agrees to:
 - A. Comply with the CLE Rules and Regulations, including any amendments thereto;
 - B. Submit on forms to be furnished by the CCLC all future CLE activities for confirmation of the approved total number of CLE hours, ethics hours, trial hours, and professionalism hours.
 - C. Conduct all CLE activities substantially as advertised and represented to the CCLC.
 - D. Furnish to the CCLC within 30 days after each CLE activity the following:

1. A list, in alphabetical order, of the name and State Bar of Georgia membership number of each Georgia attendee

2. The required sponsor fee for this CLE activity (mandatory for activities held in Georgia, computed as follows:

$\$5.00 \times$ the total number of approved CLE hours \times the total number of Georgia attendees

G. Allow in-person observation of all CLE activities by the Justices of the Supreme Court, officers of the State Bar, members of the Board of Governors, members of the Overview Committee, members of the CCLC, and the CCLC staff.

17. The sponsor acknowledges that its "accredited sponsor" status may be revoked for violations of the CLE Rules and Regulations or for failure to comply with the agreements and representations contained in this application.

Date: _____

CLE Sponsor: _____

By: _____ Phone: _____

Title: _____ Email: _____

CLE HOURS

Only the time of actual instruction counts toward CLE credit hours.

Question and answer sessions are considered actual instruction and may be included for CLE credit provided such question and answer sessions do not exceed ten minutes per CLE credit hour. For example, a program approved for six total CLE credit hours may include up to one total hour of a question and answer session.

CLE credit is not given for: breaks, business meetings, introductory remarks, keynote speeches, meals, or speeches in connection with meals.

No CLE credit is given for a CLE activity of less than 60 minutes in length. A CLE activity means the entire program and not the individual topics. Therefore, a program may include individual topics of less than 60 minutes in length.

ETHICS HOURS

Instruction in ethics includes topics on professional responsibility and malpractice.

Instruction in ethics does not include topics such as attorney fees and client development except to the extent that professional responsibility is directly discussed in connection with such topics.

TRIAL HOURS

Trial practice courses are defined as CLE "exclusively limited" to one or more of the following five subjects:

- a. evidence
- b. civil practice and procedure
- c. criminal practice and procedure
- d. ethical conduct of litigation
- e. trial advocacy

Due to the "exclusively limited" requirement, trial CLE must be (a) clearly segregated and identified (b) a minimum of one hour in length, and (c) limited to one or more of the five listed subjects in order to receive trial CLE credit. The "exclusively limited" requirement does not prohibit credit for a seminar that deals with one or more of the subjects stated in the rule in the context of a particular field of trial practice, such as medical malpractice, personal injury defense, criminal cases, construction law, etc.

PROFESSIONALISM HOURS

To receive professionalism credit, send materials to Ms. Terie Latala, Chief Justice's Commission on Professionalism, 104 Marietta Street, Suite 620, Atlanta, GA 30303. (404) 225-5040.