

NHMCLE ANNUAL SPONSOR APPLICATION

NEW HAMPSHIRE MINIMUM CONTINUING LEGAL EDUCATION BOARD

2 Pillsbury Street, Suite 300 • Concord, NH 03301-3502

603/224-6942

FOR THE REPORTING YEAR JULY 1, 201____ – JUNE 30, 201____

1. Name of Sponsoring Organization: _____
2. Date of Application: _____
3. Sponsor Representative (print): _____
4. Telephone: () _____ Fax: () _____
5. Mailing Address: _____

 E-mail: _____ Web Site: _____
6. How long have you been sponsoring CLE activities? _____
7. In what other states have your CLE activities been approved? _____
8. In what professional organizations, such as the Association of Continuing Legal Education Administrators, are you a member in good standing? _____
9. How many CLE activities did you conduct in the United States of America in the last 12 months? _____
10. In how many states are your CLE activities held? _____
11. How many courses do you expect to offer in New Hampshire in the next 12 months? _____
12. Are you in compliance with the Americans with Disabilities Act? _____
13. Do you agree to provide attendance certificates to lawyers who participate in your programs? (See 14 C.) _____

Responsibilities of Annual Sponsors

14. By submitting this application, the Sponsor agrees to:
 - A. **Comply with the Rules and Regulations of New Hampshire Supreme Court Rule 53, including any amendments thereto, and meet the standards set forth in Rule 53.4 and 53.5.**
 - B. **Supply the NHMCLE Board with notice of each program presented and the attendance list and be willing to supply materials from seminars, if requested.**
 - C. **Provide all attorneys in attendance with a Certificate of Attendance showing the Sponsor's name, the date, location and length of each program.**
 - D. **Furnish to the NHMCLE Board within thirty (30) days after each CLE activity the Report of Course or Activity by Annual NHMCLE Sponsor Form and the \$35.00 fee for courses held in New Hampshire.**
 NOTE: Submission of the \$35.00 activity or course fee is required of all sponsors of approved activities presented in New Hampshire **including satellite, teleconference and audio/video programs, and on-line and CD Rom courses** except when approved activities are offered without charge to attendees. Programs held outside of New Hampshire are not subject to the \$35.00 fee.
 - E. **Conduct all CLE activities substantially as advertised and represented to the NHMCLE Board subject to emergency substitutions and withdrawals.**
 - F. **Allow in-person observation of all CLE activities by members and staff of the NHMCLE Board without charge.**
15. The sponsor acknowledges that its Annual Sponsor status may be withdrawn and CLE credits not granted to course participants for violations of the Rules and Regulations or for failure to comply with the agreements and representations contained in this application. Annual Sponsor status must be renewed annually.
16. Approval as an NHMCLE Annual Sponsor allows the sponsor to advertise all programs held within the accreditation year as preapproved for NHMCLE credit in accordance with Rule 53.5.

Please provide a sample of the written materials provided to lawyers from a previous or future course to be presented for credit.

Enclose a \$175.00 (\$150.00 annual sponsor fee & \$25.00 application fee) at time of filing. If the application is denied the \$150.00 annual sponsor fee will be refunded. Applications submitted without the appropriate fee will be returned unprocessed.

Make your check payable to: NHMCLE Board.

Sponsor Representative: _____
 (signature)

Title: _____ Date: _____