

APPLICATION FOR APPROVAL OF INDIVIDUAL COURSE OR ACTIVITY BY NH BAR MEMBER

NEW HAMPSHIRE MINIMUM CONTINUING LEGAL EDUCATION BOARD
2 Pillsbury Street, Suite 300 • Concord, NH 03301-3502
603/224-6942 Fax 603/224-2910

NHMCLE General Requirements for Active Bar Members

Each year (from July 1-June 30) you are required to report 12 credits of CLE, 2 of which must deal with ethics/professionalism. 6 credits must come from your attendance as a student at a live program open to any attorney who wishes to attend (not in-house programs) or your participation in distance learning programs where you can converse with faculty by e-mail, fax or phone. Your Certificate of Compliance, mailed to you in June, must be completed correctly and returned with a postmark no later than August 1st to avoid penalties.

For specifics about the requirements, see Supreme Court Rule 53 and its regulations at the Web address above. Applications are required before filing your Certificate of Compliance for all non-traditional format programs not presented by Annual Sponsors.

PLEASE PRINT OR TYPE

- 1. Name: NH Bar ID #
2. Daytime Telephone: Fax: Date of Application: E-mail:
3. Mailing Address:
4. Name of Sponsoring Organization:
5. Mailing Address of Sponsoring Organization: Telephone:
6. CLE Activity You Attended/Completed: Live Seminar, Teleconference, Satellite Program, Teaching (Non-live credit), In-Office CLE or Self Study i.e. Audiotape/Videotape program (Non-live credit), Publication\* (Non-live credit)
7. Title of Activity:
8. Date of Activity: 9. Location of Activity:
10. Is a fee charged for attendance at course/activity? Yes No
11. Is it possible to converse with the program faculty? Yes No
12. Method(s) of presentation: computer/internet, faculty in room with participants, satellite/microwave, telephone to broadcast site with live moderator, audiotape presentation with live moderator, videotape presentation with live moderator, telephone to broadcast site without live moderator, audiotape presentation without live moderator, videotape presentation without live moderator
13. Description of written materials: Total number of pages: Practical Advice Yes No, Legal Citations Yes No (Include a copy of materials from the program if you are seeking teaching credit.)
14. When are materials distributed? Before program, At program, Other - describe:
15. Description of physical facilities: Classroom seating, Theater seating, Writing surface available, Other - describe:
16. Total hours of YOUR exposure to Continuing Legal Education: (see below) General: (non-ethics), Ethics: (highlight sections in agenda), Total:
Teaching: Total # of hours X 3 = teaching credits\*\*\* (see below)
17. REQUIRED ATTACHMENTS TO THIS APPLICATION:
a. Time schedule (brochure, course outline or other description of course) highlighting any ethics request.
b. Faculty name(s) and credentials if not in brochure or description.
c. Table of Contents or equivalent.

Signature of Applicant: Date:

MAIL TO ADDRESS ABOVE. ALLOW FORTY-FIVE (45) DAYS FOR PROCESSING.

\* Publication credit is granted at the rate of one credit for each fifteen hundred (1,500) words published. Include a word count of the article as well as the date and place of publication. Presentation of a paper at a conference is also acceptable for CLE credit. Indicate the name of the conference, date and the nature of the presentation along with the word count. The NHMCLE Board reserves the right to request a copy of the publication.
\*\* Regulation 53.1 A: An hour, or one credit under this rule shall be 60 minutes of exposure to continuing legal education.
\*\*\* To determine teaching credit, multiply your instruction time by 3, and divide the time appropriately if you shared the teaching. If you teach a portion of a program and attend the remainder, subtract your actual teaching time from the total program time and list the credits separately. If students were primarily non-lawyers, submit a copy of written materials prepared for the course. Teaching counts as non-live NHMCLE credit and is reported separately from student attendance credit.