# CLE for Agency Counsel
# Application Certification for CLE Sponsorship

I am the designated Training Representative for _____. I am requesting the Office of Legal Education (OLE) sponsor our office's showing of the OLE training module titled _____ for showing on (proposed dates and times) _____ at the following location

This application will serve as my certification to the Office of Legal Education and to the accrediting CLE commissions of all states from which CLE credit will be sought that the showing will meet the following requirements:

The showing will take place on the date and time scheduled, and the video recording will be shown in its entirety in accordance with the attached agenda.

The showing will take place in a group setting of two or more attorneys, plus at least one qualified Subject Matter Expert (SME) to answer questions and promote discussion. The SME must be an attorney qualified, by training or experience, and must be familiar with the recorded materials. I will provide OLE with a copy of the SME's biography or resume verifying his or her qualifications.

The showing will take place in a suitable environment such as a conference or meeting room, and each student will have an adequate writing surface.

Before or at the time of the showing, each student will be provided with the course handout materials in either hard copy or electronic format and an evaluation form. If handout materials are provided in electronic media only, laptop(s) or computer(s) will be available for those attorneys whose state rules require simultaneous viewing.

A sign-in sheet will be provided and will be signed by all students who attend the showing.

Within fifteen days of the showing, I will submit to OLE all documents necessary for submission for CLE credit.

I understand that if the above requirements are not met, OLE reserves the right to withhold CLE sponsorship in any or all states from which CLE accreditation may be sought.

_____
Agency Training Representative
Phone Number:
Fax Number:
Email Address: