



## MCLE Multiple Activity Provider Renewal Application

### HOW TO SUBMIT THIS FORM:

The application and all required materials must be submitted through the U.S. mail. Applications will not be accepted via email. Failure to submit any of the required documents will delay the processing of an application. Please note that the reviewing process may take up to six weeks to complete. **Application processing cannot be expedited.**

**Note:** Promotional materials must also state the number of hours of credit that are intended to be issued, along with the type of credit that is intended to be given. **Failure to provide information requested on this form, will result in significant processing delays and/or denial of your application.**

**WHAT TO SUBMIT WITH THIS FORM** (for the activity listed on page 3):

1. COPY OF SCHEDULE/AGENDA
2. COPY OF WRITTEN MATERIALS
3. COPY OF THE RECORD OF ATTENDANCE
4. PROMOTIONAL MATERIALS
5. PROCESSING FEE

Follow the instructions down below for detailed information to completion and submission of this form.

### **LIST FOUR ELIGIBLE ACTIVITIES**

The MCLE activities submitted must each have different educational content and must have been offered within at least two years prior to the date your status is set to expire.

### **ADDITIONAL REQUIREMENTS FOR LEGAL SPECIALIZATION RENEWAL**

If you are seeking Legal Specialization Education, please attach the specialty activity content attachment. This attachment is available at <http://www.calbar.ca.gov/About-Us/Forms>, in the Legal Specialist Education Providers section.

### **SCHEDULE/AGENDA**

The agendas for all activities must include the title of the activity and its start and end time. All sessions for which MCLE credit is given must be adequately described in any program, agenda prepared for the verification of both the complete substance of each activity and the total number of hours of MCLE credit given. Thus, for an application to be approved, all hours of credit given must be adequately identified, described and counted.

**Note:** Credit for concurrent MCLE sessions are to be counted only once since members attending are able to attend only one session at a time.

### **WRITTEN MATERIALS**

If an activity is one hour or more in length, substantive written materials are required and must be included with the application. The required "substantive written materials" must include all syllabi and/or handouts that are made available to all attendees before or during the activity. Written materials must discuss the content and/or legal authorities discussed during the MCLE activity. A Powerpoint presentation may be submitted as written materials.

### **RECORD OF ATTENDANCE**

The Records of Attendance must include the title off the MCLE activity, date, total hours awarded, any credits awarded for legal ethics, elimination of bias, or competence issues as a component of the topic of the activity, and whether the activity is participatory or self-study.

**Note:** For any activity described in your renewal application, each activity of one hour or less must list its start/end times on the Record of Attendance. For activities or programs offered during half-day or multi-day events, each session and its credit must be identified so that the total number of hours of MCLE credit given can be verified.

### **PRINTED OR ELECTRONIC ADVERTISEMENT**

Promotional materials must state that the MCLE activity is approved for MCLE credit or that a request for approval is pending. Specify the amount of credit offered and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, or competence issues. As sessions for which MCLE credit is given must be adequately described in any program, brochure prepared for the verification of both complete substance of each activity and the total number hour of MCLE credit given. Thus, for an application to be approved, all hours of credit given must be adequately identified described and counted.

**Note:** Credit for concurrent MCLE sessions are to be counted only once since members attending are able to attend only one session at a time.

### **FEE**

A non-refundable \$360 processing fee must be submitted with the Multiple Activity Provider Renewal Application. The fee will not be waived. Payment must be in the form of a check or credit card. Checks must be made payable to the State Bar of California. For fees paid by credit card, the Credit Card payment Form may be accessed through the State Bar's website at: <http://calbar.ca.gov/About-us/Forms>, under MCLE Provider Forms.

### **HELPFUL HINTS FOR QUALIFYING MCLE ACTIVITIES**

#### **SPECIAL CREDIT HOURS**

**Legal Ethics:** Any program offering such credit must describe the educational content and the supporting materials that confirm that it offered attendees a discussion of the California Rules of Professional Conduct, or the ABA Model Rules, along with reference to any other statutory or case authority that discussed the ethical practice of law in California. Credit may not be given for any content that was focused on judicial ethics, business or corporate ethics or societal ethics in general. (Programs providing legal ethics education in the use of social media maybe worthy of credit; programs offering advice in the use of social media for purposes of marketing are not credit-worthy.)

**Recognition and Elimination of Bias:** A program offering such credit must offer meaningful education in the recognition, identification and prevention of bias found in the legal profession and/or society.

**Competence Issues:** A program offering such credit must offer education in substance abuse or other mental or physical issues that impair a member's ability to practice law with competence. Credit must not be given for programs that offer help or instruction in treating alcohol and substance abuse or a mental or physical condition through yoga, meditation, therapy or other forms of "stress relief."

**Programs regarding law practice management:** General MCLE may be offered if the activity provides education or practical instruction in the practice of law, litigation or the management of a solo law practice, law firm or corporate legal department, the ethical management of client trust accounts, law firm finances and attorney-client communications, case management, effective calendaring and the avoidance of malpractice.

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#### **LEGAL SPECIALIZATION**

To be a provider of education for certified specialists, you may have to apply separately for credit depending on your course content. Activities approved for CLE credit for certified specialists are also approved for Minimum Continuing Legal Education (MCLE) credit. You do not need to apply for MCLE credit separately unless part of the course does not qualify for legal specialization credit. For example, if you want to offer credit for one or more of the MCLE required topics (legal ethics, prevention, detection and treatment of substance abuse/mental illness, elimination of bias in the legal profession), it will not count for MCLE credit unless it has been approved separately for MCLE credit or you are an MCLE multiple activity provider.

Legal ethics may be approved for CLE credit for certified specialists if it applies only to a specific area of law. If approved, attorneys may use the activity to comply with the MCLE legal ethics requirement.

### **CALCULATION OF CREDITS**

The calculation of each hour (or fractions thereof) of MCLE credit given to licensed California attorneys must be based upon a 60-minute hour of legal education or instruction. Legal education is the actual length of time devoted to an acceptable and approved educational subject.

### **ACCEPTABLE FOR MCLE CREDIT**

- A. The opening remarks and introduction of speakers
- B. Closing remarks, question & answer period
- C. Self-assessment tests (must be timed)

### **FOR INFORMATION AND QUESTIONS**

Visit the official State Bar of California website at [www.calbar.ca.gov](http://www.calbar.ca.gov) or contact Attorney Regulation and Consumer Resources at 415-538-2126 and [providers@calbar.ca.gov](mailto:providers@calbar.ca.gov).



2019 Multiple Activity Provider Renewal Application

You must have offered at least four (4) separate and different activities between January 1, 2017 and June 30, 2019. If you have not ordered at least four activities DO NOT submit this application. You will need to reapply for Multiple Activity Status after you qualify. DUE JULY 1, 2019

STATE BAR OF CALIFORNIA USE ONLY
\$360 Rec'd: \_\_\_Yes \_\_\_ No
Add-On(\$90) Amount \_\_\_
Rec'd by: \_\_\_
Application # \_\_\_
Date Rec'd \_\_\_

1) APPLICATION TYPE / FEES

Provider Renewal Application Fee - \$360

Legal Specialization Add On Fee - \$90 for each specialty area

If you are also renewing Legal Specialization area, please add on by checking all legal specialties that apply below:

- Admiralty & Maritime Law (Att.A)
Appellate Law (Att.B)
Bankruptcy Law (Att.C)
Criminal Law (Att.D)
Estate Planning, Trust & Probate Law (Att.E)
Family Law (Att.F)
Franchise & Distribution Law (Att.G)
Immigration & Nationality Law (Att.H)
Legal Malpractice (Att.I)
Taxation Law (Att. J)
Workers' Compensation Law (Att.K)

Renewal Application Total: \$360 + Legal Specialization Add On Total: \_\_\_\_\_

TOTAL RENEWAL APPLICATION AMOUNT DUE: \_\_\_\_\_

2) PROVIDER TYPE

Table with 3 columns: Commercial Educator, Corporate Counsel, Education Institute, Government Agency, Individual, Law Firm, Local Bar Association, Non-Legal Professional Association, Legal Professional Association, State Bar Association, Legal Aid Organization, Non-Profit Service Organization

3) PROVIDER CONTACT INFORMATION

Provider Number:

Provider Name:

Provider Address:

City: State: Zip:

Contact Name:

Provider Phone: Provider Fax:

Provider Website (optional):

Provider E-mail (posted on State Bar website):

Contact Email (not posted on website):

4) **PROVIDER AFFILIATIONS**

Are there any other offices, departments, divisions or other entities for which provider will assume responsibility?

No (Provider assumes no affiliate responsibilities)

Yes (list affiliates or attach a list) Affiliate:

Affiliate:

Affiliate:

5) **ELIGIBLE ACTIVITIES LIST**

List the dates and activity titles of four (4) separate and different activities held between January 1, 2017 and June 30, 2019. Listed activities must comply with Title 3, Division 5 of the *Rules of the State Bar of California (MCLE Provider Rules)*.

Date(s):                      Activity Name:

Date(s):                      Activity Name:

Date(s):                      Activity Name:

Date(s):                      Activity Name:



Provider Name:

Prov.#:

**Submission Checklist**

Please indicate, by placing a check mark in the box next to the item, that the following are included in this application or have been verified:

\$360 check made payable to the "State Bar of California"/Credit Card Payment Form is enclosed

Four separate and different activities are listed in Section 5 of Page 2

Activity detailed on Page 3 is listed in section 5 of page 2

Copy of Agenda for the activity listed on page 3 is enclosed

Copy of Written Materials is enclosed

Claimed MCLE Activity credit hours correspond to times on agenda

Copy of Record of Attendance for the activity listed on page 3 is enclosed

Copy of Printed or Electronic Advertisement (if done) for the activity listed on page 3

Application is dated and has an original signature (section below)

Enclose additional \$90 Legal Specialist Education MAP Renewal Add-On Fee.

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Provider acknowledges that its approved provider status may be revoked for non-compliance with Title 3, Division 5 of the *Rules of the State Bar of California (MCLE Provider Rules)* and amendments thereto, or for failure to comply with the agreements and certifications contained in this form. Provider acknowledges that its approved provider status extends to those of its affiliates, offices, departments, divisions or other entities which provider has listed on Page 1, Section 2 of this application and agrees to actively monitor and publicly assume responsibility for ensuring compliance with the *MCLE Provider Rules*. Provider agrees to comply with all other rules applicable to providers of Continuing Legal Education that are promulgated by the State Bar of California. If provider uses promotional materials for activities held after June 30, 2019, but prior to approval off provider renewal, provider agrees to specify in all such materials that application for renewal of provider status is pending, and to advise all participants as soon as possible whether or not renewal of provider status has been granted.

I have read the foregoing renewal and any attachments to it and know the contents thereof, and the same are true of my own knowledge. I declare, under penalty of perjury, under the laws of the State of California, that the foregoing and any attachments to it are true and correct.

Signature: \_\_\_\_\_

Date:

Print Name:

Title: