



THE STATE BAR OF CALIFORNIA
MCLE PROVIDERS AND CERTIFICATION
180 Howard Street • San Francisco, CA 94105-1617 • (888)800-3400

MCLE PROVIDER CERTIFICATION
and LEGAL SPECIALIST EDUCATION PROVIDER CERTIFICATION

Instructions for Completing a Single Activity Provider Application

Payment:

A non-refundable processing fee must be submitted with the Single Activity Provider (SAP) 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://www.calbar.ca.gov/Portals/0/documents/forms/mcle/2017_Credit-Card-Payment-Form.pdf.

If applying for both MCLE credit and Legal Specialization Continuing Legal Education (LSCLE) credit at the same time, the same supporting materials may be used for added convenience and the total fee to add the review for legal specialist education is reduced. See more details about applying for legal specialist education at the end of this document.

Agenda:

The proposed agenda must include the title of the activity and its start and end time. The proposed agenda must also include a time break down for each topic the activity covers, along with a brief description for each topic.

Biography(ies):

Each speaker's biography must contain his/her professional credentials, including all relevant work experience and academic achievements. A resumé may be submitted as a biography.

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.

Promotional Materials:

If retroactive approval for an activity that has been offered is being sought, the promotional materials used for the activity must be submitted with the application.

Number of Credits:

The total number of hour(s) of credit intending to be issued for the activity must be indicated. The total amount of credit that is being sought must correspond with the times listed on the activity's agenda that is provided. Please note, credit for breaks or lunch is not permitted.

Signature:

The application must be signed in the appropriate fields. Failure to sign the application will delay the processing of an application.

Additional Tips for Completing a Single Activity Provider Application:

- The name of the activity should match the activity name field found on the application.
- If there is not a prospective date for the activity, "to be determined" should be inserted in the prospective date field. Please note that if approved, the program or activity has a two-year approval period and may be offered at any time during the approval period, as long as it is presented identically each time. If the date of the activity is not indicated, the approval period will begin as of the date the application is received.
- Only list one contact person.
- Customized Record of Attendance, Certificate of Attendance and/or Evaluation Forms may be created. Each form must include the same fields found on the samples available on the State Bar's website. Samples of the customized Record of Attendance, Certificate of Attendance and Evaluation Forms must be included with the application. Samples can be found on the State Bar's Forms page at <http://www.calbar.ca.gov/About-Us/Forms> under MCLE Provider Forms.
- Do not staple or bind the application or any of the required documents.
- Do not include originals of the Record of Attendance and Evaluation Forms with the application. The original forms must be maintained by the Provider in the event the State Bar requests copies of those records.
- Biographies and written materials may be submitted on a flash drive.

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. In order for the activity to be approved before the activity is scheduled to take place, the application must be submitted at least six weeks before the date of the activity. If approval is not received before the date of the activity, the promotional materials must state that the activity is pending approval from the State Bar of California. 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. Certificates of Attendance may not be issued until an approval letter from the State Bar has been received by the Provider.

Additional Important Information

Maintaining Records:

The provider is responsible for maintaining the records. This includes:

- Maintaining the Record of Attendance (ROA) for four years from the date of the program.
- Maintaining all written materials, agenda and promotional materials for four years from the date of the program.
- Maintaining the Evaluation Forms for one year from the date of the program.

Copies of these documents may be requested of the State Bar. Copies of the Certificates of Attendance (COA) do not need to be kept.

Types of Credit:

- **General Credit:**

To issue general credit, the content of the program must be legal education intended for attorneys and the practice of law and provide appropriate legal content or practical legal skills.

- **Legal Ethics Credit:**

Legal ethics must focus on the professional responsibility of attorneys and not on the ethics of business, corporate or government affairs or society in general. The content of the program must be legal ethics for attorneys based upon either the California Rules of Professional Conduct or the ABA Model Rules. Legal ethic rule(s) must be referenced in the content of the program. For example, activities that educate attorneys on the California Rules of Professional Conduct are eligible for ethics credit, but activities that focus on ethical dilemmas encountered in society, a business or a non-legal profession do not qualify for MCLE legal ethics credit.

- **Recognition and Elimination of Bias Credit:**

Activities that qualify for such credit now include any form of bias found in either the legal profession or in society in general. Activities that now qualify for credit include education in the recognition and elimination of bias in the courtroom, law office, attorney-client relationships and relationships with other attorneys, legal and non-legal employment, the workplace, the hiring, management and termination of employees, housing, accommodations or the sale of goods and services. Courses required by AB1825 (mandatory sexual harassment awareness and prevention training for personnel managers) may be approved for credit regarding the recognition and elimination of bias in society.

- **Competence Issues Credit:**

Approved activities must consist of education that identifies and discusses the detection of substance abuse, mental illness or other mental or physical issue that impairs a member's ability to perform legal services with competence. Courses designed and offered that discuss or provide treatment for any of the mental, emotional, or physical issues that affect professional competence, or offer methods of stress relief **do not** qualify for credit in this subfield (e.g. alcohol and drug treatment, meditation or other forms of stress management.)

- **Legal Specialist Credit (add-on):**

Activities that also focus on certain areas of law may be eligible for LSCLE in addition to MCLE credit if they provide high quality content in any one of these eleven areas of law: Admiralty & Maritime; Appellate; Bankruptcy; Criminal; Estate Planning, Trust & Probate; Family; Franchise & Distribution; Immigration & Nationality; Legal Malpractice; Taxation; and Workers' Compensation.

The State Bar certifies attorneys as specialists in these areas of law. To maintain their certification, certified specialist attorneys take and report 36 hours of courses approved for LSCLE credits during each compliance period.

A provider can apply for this add-on credit in the same application along with the request for MCLE credit using the same support materials requested above (\$90 for MCLE credit application plus \$22 per LSCLE specialty area).

Single Activity Providers seeking to retroactively add LSCLE credit to a program previously approved for MCLE credit may do so, but will need to submit a full review fee of \$90 and resubmit the support materials and promotional materials described above (\$90 for the first specialty area added, and \$22 for each specialty area thereafter).

Submission Checklist:

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

- Check, made payable to the "State Bar of California" or Credit Card Authorization Form enclosed.

New Activity/Initial Application Fee	
<input type="checkbox"/>	General MCLE SAP Application Processing Fee \$90
<input type="checkbox"/>	LSCLE Credit Add-On \$22 per specialty area
Retroactive Credit Application Fee	
<input type="checkbox"/>	MCLE Retroactive Credit (<i>seeking credit for activity already completed without prior approval</i>) \$90 OR LSCLE Retroactive Credit (<i>adding credit to an already existing activity approval</i>) (if seeking to add multiple LSCLE specialty areas, + \$22 each specialty area added after the first)

- Copy of program schedule/agenda, including list of topics with descriptions, for the activity
- Copy of speaker biographies for the activity
- Copy of written materials (substantive materials are required for all activities that are one hour or more in length)
- If seeking *retroactive* approval for an activity already presented, copies of the promotional materials used for that activity
- Claimed MCLE and/or LSCLE activity credit hours correspond to times on agenda.
- Application is dated and has an original signature (section below)

Links:

MCLE Single Activity Provider - <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Single-Activity-Provider-Status>

Qualifying Activities & Credit Descriptions - <http://mcle.calbar.ca.gov/Providers/EducationApproval/QualifyingActivities>

Administration Requirements & Recordkeeping - <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Provider-Records>

LSCLE Single Activity Provider - <http://www.calbar.ca.gov/Attorneys/Legal-Specialization/Education-Providers>



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FOR STATE BAR OF CALIFORNIA USE ONLY
 DATE STAMP HERE

**Single Activity Provider Approval Application for
 Minimum Continuing Legal Education and
 Legal Specialization Continuing Legal Education Application**

1. You **MUST** submit this form if your activity is held inside California, transmitted to California by any means, offered for downloading or viewing on the Internet, or offered in any other format, whether for sale or for free, within California.
2. You do **NOT** need to submit this form if your activity is held outside of California AND California attorneys are outside of California while participating AND your activity has received MCLE approval (including any subfield credit) by an "Approved Jurisdiction" AND the activity meets our MCLE standards (see MCLE Rule 3.601). California attorneys may be issued an Approved Jurisdiction's credit on a "Uniform Certificate of Attendance for MCLE" form. A list of Approved Jurisdictions may be found at <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/Requirements/Approved-Jurisdictions>.

APPLICATION TYPE / FEES

New Activity \$90 (Single Activity without Specialty Area list below): _____

Legal Specialization Add On \$22 (for each Specialty Area): _____ *(Choose Specialty Area below.)

Legal Specialization Credit (Add On) Specialty Area*

- | | | |
|---|---|--|
| <input type="checkbox"/> Admiralty & Maritime Law | <input type="checkbox"/> Estate Planning, Trust & Probate Law | <input type="checkbox"/> Legal Malpractice Law |
| <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Taxation Law |
| <input type="checkbox"/> Bankruptcy Law | <input type="checkbox"/> Franchise & Distribution Law | <input type="checkbox"/> Workers' Compensation Law |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Immigration & Nationality Law | |

PROVIDER CONTACT INFORMATION

Provider Name: _____

Provider Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact E-mail: _____

Provider Phone: _____ Provider Fax: _____

ACTIVITY INFORMATION

Activity Name: _____

Activity Date(s): _____ Activity Location (city, state): _____

If retroactive approval is sought, total number of attendees _____, including lawyers attending _____

Activity Format (check one or both): Participatory Self-Study

Delivery Method (if participatory): In person Online Conference Call Interactive CD/Video
 Other (indicate method) _____

Total minutes of instruction (minus breaks and meals) = _____, then divide by 60 and round to nearest quarter hour = _____ hours including any of the following subfield credits, if offered:

_____ hours of *Legal Ethics*;

_____ hours of *Recognition and Elimination of Bias*;

_____ hours of *Competence Issues*.

Provider Name: _____

Provide a short summary of the content of the activity and how it relates to MCLE Provider Rule 3.601:
(If you need more space than the three lines below, please attach a separate piece of paper.)

Provide a short summary to support any credit hours claimed for *Legal Ethics or Recognition and Elimination of Bias*; if seeking *Legal Ethics* credit, please cite specific ethics rule(s) being referenced:

Method of Evaluation: California MCLE Evaluation Form (participant critique)
 Independent Evaluation (please attach a sample)

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:

- Check, made payable to the "State Bar of California"
- Copy of schedule/agenda, including list of topics with descriptions, for the activity
- Copy of speaker biographies for the activity
- Include a copy of written materials (substantive materials are required for all activities that are one hour or more in length)
- If seeking *retroactive* approval for an activity already presented, please include copies of the promotional materials used for that activity
- Claimed MCLE Activity credit hours correspond to times on agenda
- Application is dated and has an original signature (section below)
- 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.

Provider acknowledges that its approved activity 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 agrees to comply with all other rules applicable to providers of Continuing Legal Education that are promulgated by the State Bar of California.

Completion of this form does not constitute MCLE approval for your educational activity. If granted, approval will become effective on the date set forth in the notification of approval. Please allow up to 6 weeks for your application to be reviewed and a determination made as to whether MCLE credit will be allowed.

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: _____