



**MCLE CREDIT REQUEST FORM**  
**Instructions for Completing a Credit Request Form**

**STOP! DO YOU REALLY NEED TO FILE THIS APPLICATION?**

**Yes:** I was out-of-state when I took part in this activity and it isn't approved for CLE by an Approved Jurisdiction\*; or

I was in-state but the activity or isn't California Bar-approved for CLE.\*

**Please proceed with your application.**

**No:** I was out of state when I took part in the activity and it is approved for attorney CLE by an Approved Jurisdiction (i.e., I've automatically earned CLE and no other approval is needed); or

I was in-state and the activity is California-approved CLE (i.e., I've automatically earned CLE and no other approval is needed); or

I was a speaker; no attorneys were in the audience; *and* this was not a law school class. (This doesn't qualify for CLE credit under any circumstances. See "activities discussion."\*)

**Do not file this application.**

\* See "Links" on the following page.

**Payment:**

A nonrefundable processing fee must be submitted with the Credit Application. The fee will not be waived. Payment must be in the form of a check. Checks must be made payable to the State Bar of California.

**Agenda:**

The 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 each topic. Please mark on your agenda any subfield topics you're claiming. If the connection to what was discussed isn't obvious from the agenda, please briefly explain it either in the margins or a on separate page. (Note: Legal ethics specifically means attorney duties per the Rules of Professional Conduct, or the host area's corresponding attorney conduct rules—not the ethics standards of nonlegal callings, even if similar. Competence and bias topics may address societal issues and not necessarily how they manifest in the legal world.)

**Biography(ies):**

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

**Promotional Materials (if provided):**

The promotional materials used for the activity must include the provider name, activity name, activity date, time, and location.

## **CALCULATE TIME:**

- Add-up minutes of actual instruction, i.e., subtract all break times; registration; welcoming remarks; quiz time and so forth. You may count Q&A sessions. Divide this number by 60. Note: The bar will subtract a total of 15 minutes rest time from every block of 3+ hrs. that doesn't already have such a break. Please note also that the bar does not calculate or explicitly approve presenters' extra credit. You will need to multiply your own actual speaking time if we approve the event.

## **Subfield Credits:**

- **Legal Ethics:**

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. For example, activities that educate attorneys on the state's Rule of Professional Conduct are eligible for MCLE legal ethics credit, but programs that focus on ethical dilemmas encountered in society, finance, real estate or other nonlegal profession do not. The Rules of Professional Conduct are found on the State Bar website, please see link below:

<http://www.calbar.ca.gov/Attorneys/Conduct-Discipline/Rules>

- **Recognition and Elimination of Bias:**

Activities that qualify include courses on any form of bias found in the legal profession or in society in general. Activities that qualify for credit include education in the recognition and elimination of impermissible bias in the courtroom, law office, attorney-client relationships and relationships with other attorneys, legal and nonlegal employment, the workplace, hiring, managing and terminating employees and in housing, accommodations and services. Courses required by AB 1825 (mandatory sexual harassment awareness and prevention training for personnel managers) are approved for elimination of bias credit.

- **Substance Abuse, Mental or Physical Issues that Impair Professional Competence:**

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 an attorney's ability to perform legal services with competence. Courses meant to treat mental, emotional or physical issues do not qualify for credit in this area. This includes programs primarily about alcohol and drug treatment, meditation or other forms of stress management. For example, attending Alcoholics Anonymous meetings doesn't qualify as MCLE.

## **Links:**

- Approved Jurisdictions list - <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/Requirements/Approved-Jurisdictions>
- Calif.-approved CLE providers list - [http://members.calbar.ca.gov/search/cert\\_browse.aspx?alpha=s Calif.-](http://members.calbar.ca.gov/search/cert_browse.aspx?alpha=s Calif.-)
- Approved activities definitions - <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Qualifying-Activities>
- Calif.-approved activities discussion - <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/Requirements/Education-Approval>



**MCLE CREDIT REQUEST FORM**

A \$25 nonrefundable processing fee (via check only), payable to the State Bar of California, must accompany each application. Attach promotional materials, if available. Consideration of your application can take up to 60 days.  
You must file your application at least 60 days before your February 1st MCLE reporting deadline in order to be sure you'll have an answer before you report.

**STATE BAR OF CALIFORNIA USE ONLY**

--- \$ Rec'd: \_\_\_ Yes \_\_\_ No  
--- Rec'd by: \_\_\_\_\_  
--- Application#: \_\_\_\_\_  
--- Date Received: \_\_\_\_\_

**1. APPLICANT'S INFORMATION**

Name: \_\_\_\_\_ Bar #: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. YOUR AREA OF PRACTICE (e.g., "Securities Law")**

\_\_\_\_\_  
Describe how this activity relates to your practice of law:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. EDUCATION PROVIDER'S INFORMATION**

Organization's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Contact Person's Name (if known): \_\_\_\_\_

#### 4. ACTIVITY INFORMATION

Title: \_\_\_\_\_  
\_\_\_\_\_

Host city & state/province (& country if not the U.S.):  
\_\_\_\_\_

Exact dates you attended: \_\_\_\_\_

Was this activity self-study?      Yes      No

*If yes, what was the exact running time of the recording or online course?* \_\_\_\_\_

Did the activity have substantive, educational written materials (handouts)?      Yes      No

#### 5. WERE YOU AN INSTRUCTOR OR SPEAKER AT THIS ACTIVITY?      Yes      No

If you were an instructor or speaker at this activity were there attorneys in the audience?

Yes      No

**\* IF NO, DO NOT SUBMIT THIS APPLICATION. Teaching nonattorneys does not qualify for MCLE credit.**

#### 6. DOES THIS ACTIVITY HAVE SUBSTANTIVE WRITTEN MATERIALS?      Yes      No

Activities more than one hour in length and NOT accompanied by substantive written materials do not qualify for MCLE credit. DO NOT SEND MATERIALS.

7. **TOTAL MINUTES** of instruction you attended: \_\_\_\_\_ Divided by 60: \_\_\_\_\_ hours

**SUBFIELD CREDITS: TOTALS REQUESTED (if any):**

\_\_\_\_\_ Legal Ethics      \_\_\_\_\_ Competence (*e.g., substance abuse*)      \_\_\_\_\_ Eliminating Bias

#### 8. REQUIRED ATTACHMENTS

Time schedule/agenda with brief content descriptions, given by the provider or typed by you only if the provider can't supply one (please don't attach handouts or Powerpoint slides  
Faculty names and summary credentials (brief background information).

Topics and descriptions

#### DECLARATION

*I declare that I am an attorney licensed by the State Bar of California, and that this educational activity complies with MCLE Rule 2.52 of the Rules of the State Bar. Furthermore, the information I provide on this form is true and correct. I make this declaration under penalty of perjury under the laws of the State of California, at the following place and date.*

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

City and State (or Foreign Location) Where Signed: \_\_\_\_\_