

# Required Elements for CLE Accreditation

## **Content**

The course or activity must contribute directly to lawyers' professional competence or skills, or to their education with respect to their professional or ethical obligations.

## **Written Materials**

MCLE Regulators have advised the ABA that all CLE programs must provide all program attendees with written course materials that are substantively developed with the intention of furthering the legal and professional knowledge of attorneys. If written course materials are not made available to program attendees, before or during the program, state MCLE regulators have advised that CLE accreditation will not be granted. Where supplies of written course materials are unexpectedly exhausted on site, it is incumbent upon the sponsoring Entity to ensure that a vehicle exists for attendees to receive copies either during the program or immediately after the fact. CD-ROMs are optional and up to the discretion of each participant.

## **Qualified Faculty (Speakers)**

Panelists and/or speakers must have the necessary practical or academic skills to conduct or facilitate the course or activity effectively. Each program must provide a short biographical sketch for EACH panelist. The sketch should highlight the panelist's qualifications to participate in the program including their current position; name city and state of organization.

## **CLE Credit Requests:**

CLE credit requests must be submitted to the MCLE Unit no later than 45 days before the date of the program. A detailed description of the overall program as well as each individual session must be included with the request. A timed agenda and speaker qualifications must be included with the request.

## FAQ

### **What qualifies for "legal ethics" CLE credit?**

Each MCLE State Regulator has its own rules and regulations indicating what qualifies for CLE and ethics credit:

In order to be considered for legal ethics accreditation, the following minimum guidelines must be met: The legal ethics component of your course must be separated on the agenda with clearly defined ethics topics. The area of legal ethics shall include designated instruction intended for and directed to attorneys or judges and cover topics related to or specifically discussed in the disciplinary rules or

ethical considerations of the CODE OF PROFESSIONAL RESPONSIBILITY FOR LAWYERS or the canons of the CODE OF JUDICIAL CONDUCT.

You will maximize the likelihood of gaining that specialty accreditation from the states if you have the reference to the Legal Ethics aspects of the session in the session title, and if your description of the session is specifically pointed about the legal ethics issues and rules to be addressed.

**What is the maximum duration of a CLE program session?**

Sessions lasting longer than 180 minutes (or back-to-back sessions totaling more than 180 minutes) require at least a 15 minute break. If you must split a session then label them Part 1 and Part 2.

**Can a luncheon or a breakfast meetings qualify for MCLE?**

Meal and social functions are not eligible for CLE credit and should be clearly separate from the educational activities for which you are seeking CLE accreditation.

**What qualifies for Elimination of Bias/Diversity CLE credit?**

The ABA Model Rule for MCLE was last amended in February 2004 to recommend a requirement for the completion of programs related to racial and ethnic diversity and the elimination of bias in the profession. If any of your CLE program sessions deal exclusively with the promotion of racial and ethnic diversity in the legal profession, the promotion of full and equal participation in the profession of women and persons with disabilities, or the elimination of all forms of bias in the profession, provide a brief description on how the session focuses on these issues.