

1. Sponsoring Organization (Name, Mailing Address):  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_
2. Title of educational activity: \_\_\_\_\_
3. Date(s) and location(s): \_\_\_\_\_
4. Registration fee: \_\_\_\_\_
5. Writing surface available: \_\_\_\_\_
6. Delivery Method(s):  faculty in room with participants;  telephone to broadcast site;  
 interactive video;  satellite;  audiotape presentation;  videotape presentation;  
 interactive computer/internet;  discussion leader present
7. Advertised to:  Lawyers;  Clients;  Others (specify, list %): \_\_\_\_\_
8. List any admission restrictions: \_\_\_\_\_
9. "In-house activity" requirement (see local rules to determine applicability):  
 open/publicized to outside lawyers;  outsiders are \_\_\_\_\_% of faculty;  
 clients are % of audience
10. Method of evaluation:  participant critique;  independent evaluator;  none;  
 other \_\_\_\_\_
11. Description of materials to be distributed: total pages \_\_\_\_\_  looseleaf;  bound  
 Distributed:  Before Program;  At program;  Other \_\_\_\_\_
12. REQUIRED ATTACHMENTS to this application:
  - a. time schedule (brochure, course outline, course description)
  - b. table of contents or equivalent
  - c. faculty name(s) and credentials (if not in brochure or description)
  - d. \$50 fee for each application (payable to the WV State Bar)  
 if submitted at least 30 days prior to the activity. \$100 if submitted less than 30 days prior to the activity.

13. Total MINUTES of instruction, not including breaks, meals, or introductions/closing remarks:

GENERAL (non-ethics): \_\_\_\_\_  
 Ethics (minutes): \_\_\_\_\_  
 Substance Abuse (minutes): \_\_\_\_\_  
 Office Management (minutes): \_\_\_\_\_  
 Elimination of Bias (minutes): \_\_\_\_\_  
 TOTAL MINUTES: \_\_\_\_\_

14. Approval by other states:

Granted by: \_\_\_\_\_  
 Denied by: \_\_\_\_\_

15. Submitted by [ ] employee of sponsor/provider; [ ] individual lawyer

SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations provided on The West Virginia State Bar website - [www.wvbar.org](http://www.wvbar.org).

Sponsor/Attorney: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

-----  
**STATE ACCREDITATION OFFICE DECISION (To be completed by the state accreditation office and returned to applicant)**

[ ] RETURNED for more information. Please complete each item on the form indicated by the number(s) circled below: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

[ ] APPROVED for \_\_\_\_\_ MCLE credits, including \_\_\_\_\_ Ethics/Office Mgmt/Substance Abuse/Elimination of Bias Credits

[ ] DENIED Reference \_\_\_\_\_

[ ] SEE ATTACHED MATERIALS

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CLE Staff \_\_\_\_\_