



**Commission on
Continuing
Legal
Education
of the Supreme Court of Delaware**

820 North French Street, 11th Floor
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302/577-7040 • <http://courts.delaware.gov/cle>

Form 3-A

**Application for Renewal of
Accredited Sponsor Status**

to be completed and submitted by an organization
seeking renew its status as an Accredited Sponsor with
the Delaware CLE Commission

1. Please complete the following:

Organization Name: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Name & Title of Contact: _____

E-mail address: _____

Home Page URL: _____

2. For each continuing legal education course offered in the upcoming year, I will submit at least 30 days before the program an online application at www.decle.org or a completed copy of the Form 1 Uniform Application with agenda or course description and summary with program schedule. A program brochure is an acceptable attachment if it contains a program agenda.

3. If for any reason this information has not already been provided for continuing legal education courses offered in the PAST year, enclose it with this application, with a written explanation as to why it has not been previously submitted.
This may affect your eligibility for renewal.

4. For each continuing legal education course offered in the upcoming year, I will provide the Commission with a detailed attendance list no more than 45 days after the last date of the program. This attendance list shall include:

- (a) the course identification number as assigned by the Commission;
- (b) the full name of each attendee;
- (c) the Delaware Supreme Court identification number of each attendee, as available; and
- (d) the number of credit hours to which each attendee is entitled, based upon the total number of credit hours approved by the Commission. This number should indicate how many of the credit hours were in Enhanced Ethics.

In addition, I will provide each attendee with a certificate of attendance reflecting the above information and keep the original attendance records on file for at least three years after the last date of the program.

5. Attach Accredited Sponsor fee of \$250.00 payable to the "Commission on Continuing Legal Education."

I have read and understand the Delaware program requirements as listed on the reverse side hereof and agree to abide by the Delaware Rules for Continuing Legal Education. I further understand that failure to adhere to these rules and regulations or to provide the items indicated above can result in the re-evaluation or revocation of Accredited Sponsor status.

Date: _____

Signed: _____

DELAWARE CLE PROGRAM REQUIREMENTS

The following standards shall be met for any program for which credit or approval is sought:

- A. It shall have significant intellectual or practical content.
- B. It shall deal primarily with matters directly related to the practice of law, the exercise of judicial responsibility, professional responsibility, or the ethical obligations of lawyers or judges.
- C. It shall be presented by a person or persons qualified by practical or academic experience to present the subject. Legal subjects should normally be presented by lawyers.
- D. High quality written materials should be distributed to all participants at or before the time the program is offered.
- E. It shall be presented in a suitable classroom or laboratory setting devoted to the educational activity or program. Writing surfaces are usually required. Generally, credit will not be given for mealtime or after-dinner type speeches.
- F. "Enhanced Ethics" includes both legal and judicial ethics, which is a set of rules that lawyers and judges must obey, with sanctions for failure, and professionalism, which is a broader concept embodying an attitude and a dedication to civility, skill, businesslike practices and a focus on service, and encompassing obligations to other attorneys, obligations toward legal institutions, and obligations to the public whose interests lawyers must serve. Credit for Enhanced Ethics is awarded for programs or portions of programs clearly designated as providing instruction in these topics. Credit for Enhanced Ethics may also be awarded when a provider confirms that these issues are addressed generally within a substantive topic or throughout a program; however, the provider must attach certification thereto and the attorney must attend the entire program to receive the Enhanced Ethics credit in this situation.

Failure to adhere to these guidelines is grounds for disapproval of an activity. Providers agree to keep attendance records of each sponsored activity on file for a minimum of **3 years**, copies of which must be submitted to the Commission within 45 days after the last day of the activity, in the format required by CLE Rule 5(B)(1). Providers must also provide each participant with an attendance certificate which meets the requirement of CLE Rule 5(B)(4).

GUIDELINES FOR CALCULATING CREDIT

1. A "credit hour" means an hour by the clock which is not less than 60 minutes in duration.
2. The following may **NOT** be counted for credit:
 - a. coffee breaks
 - b. introductory remarks
 - c. keynote/mealtime speeches
 - d. business meetings
3. Hours of credit shall be determined by the following formula:

Total instructional minutes, deleting the above;	Divided by 60 minutes =	Hours of CLE credits
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4. The hours of credit merely reflect a maximum that may be earned through attendance. Only actual attendance by the lawyer earns credit. Parts of hours should be rounded to the nearest 1/10 credit.

I have read and I understand these terms.

Signature

Name of Person Applying (Type or Print)

Title

Date