



• 301 SW 10th Ave.
• Topeka, KS 66612
• Phone: (785) 368-8201
• www.kscle.org

Approval of Live Telephone and/or Webinar Instructions

This application should be submitted by providers seeking CLE credit for a live webinar or teleconference program.

This application will not be accepted from individual attorneys.

This format would include only the teleconferences and online programs that will be occurring in real time and accessed solely by an individual attorney. Providers must meet the guidelines before any live webinar or teleconference will be considered for possible credit. The CLE provider must make application. To apply for a program in a classroom setting, please see the application for approval of live programming.

Notice of Accreditation will be emailed to the provider. Please add **pasql_user@pacle.org** to your list of safe senders to avoid the correspondence going to spam. Providers are responsible for reporting attendance within 30 days of attendance.

Required attachments:

- Timed agenda and marketing piece
- \$25 non-refundable application fee from the provider must be submitted with each application.

Please remember to file within 30 days of publication. Applications may be received at kscle@kscourts.org, or by mail at the address above.

Do not include this page with application.



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Application for Approval of Live Telephone and/or Webinar Programming

Completed application and required attachments should be mailed to the address listed above. Email and fax applications are not accepted. Incomplete applications will be returned without review.

Provider Information:

Organization: _____

Contact Name: _____ Email: _____

Address: _____ City _____ St. _____ Zip _____

Web Address: _____ Phone: _____

Program Information

Title of Course: _____

Date(s) of Course: _____ Check Format: Teleconference Webinar

Technology & Verification

Are you able to monitor log on/log off times?	Yes	No
Are prompts (verification codes/polling questions) used?	Yes	No
How many prompts are included in program?	_____ times per hour	
Is there interaction with remote audience during the program?	Yes	No
Instructional materials distributed before, or at, the program?	Yes	No
Is an evaluation distributed for the program?	Yes	No

Calculate Hours:

Total minutes of instruction _____ divided by 50 minutes equal _____ hrs.

This program includes _____ minutes of ethics and professionalism and _____ minutes of law practice management credit.

Provider acknowledges and agrees to comply with all CLE Rules and Regulations, has reviewed the Guidelines for Live Telephone/Webinar Programming, and certifies that the above information (including attachments) is true.

 Provider Representative, Title Signature Date