



• 301 SW 10<sup>th</sup> Ave.  
• Topeka, KS 66612  
• Phone: (785) 368-8201  
• [www.kscle.org](http://www.kscle.org)

## Prerecorded Programming Courses Instructions

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This application should be submitted by providers seeking CLE credit for a pre-recorded program.

This format would include, for example, DVD, online video, audio CD, podcast/mP3, et al.

### **This application will not be accepted from individual attorneys.**

Providers must meet the guidelines before any prerecorded course will be considered for possible credit.

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
- Sample with instructions for Kansas CLE access (for first-time applicants).
- \$100 non-refundable application fee from the provider must be submitted with each application. The program is valid for up to one year.

Incomplete applications will be returned without review.  
Applications may be received at [kscle@kscourts.org](mailto: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 Prerecorded Programming Courses

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Applications will not be accepted by individual attorneys. 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:

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Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Web Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### Program Information:

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Title of Course: \_\_\_\_\_

Original Date(s) of Course: \_\_\_\_\_

Approval Dates (maximum of one year) \_\_\_\_\_

i.e. April 15, 2019 through April 14, 2020 - these are the dates that the program will appear on our system as approved.

Check All Formats available (a separate activity number will be issued for each format):

CD DVD Archived Audio Archived Video

### 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  
Are 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 Prerecorded Programming, and certifies that the above information (including attachments) is true.

Provider Representative, Title Signature Date