

SUPREME COURT OF ARKANSAS
Office of Professional Programs

State Board of Law Examiners
Arkansas Continuing Legal Education Board

Nancie Givens, Executive Director
501 Woodlane St., Ste 303
Little Rock, AR 72201-1026
(501) 374-1855 Fax (501) 374-1853

APPLICATION FOR ACCREDITATION
IMPORTANT INFORMATION

To keep up with our fellow continuing legal education community across the country, the Arkansas Supreme Court has amended Rule 4(c) and Rule 5 of the Arkansas Rules for Minimum Continuing Legal Education on June 20, 2024, which outlines new application fees for accredited providers, individual providers, government entities, and pro-bono groups to begin July 1, 2024, and continue every reporting year thereafter.

With this change taking place with limited time and resources, the creation of an online sponsor portal is still in the works and will hopefully be available soon. Once this becomes available, you will be able to log into your account and pay your fees with a generated receipt. At this point, we ask that you determine your fee responsibility and submit payment with the attached payment form which will help us allocate the fee properly. You can continue to email your applications to clearkansas@arcourts.gov. Once payment is received in our office, your application will be reviewed, and a response emailed to you within five (5) days.

Attached are the following:

1. New Application for Accreditation to be utilized as of July 1, 2024
2. CLE Application Fee Schedule *Reciprocity will not be granted for on-demand programming in another jurisdiction.
3. Sponsor Payment Form – to be returned with payment
4. Individual Sponsor Contact Information Sheet – please return one time only
5. Sponsor List of Registrants, Uniform Certificate of Attendance, Sample Evaluation Form, Speaker Form
6. Instructions for monitoring Webinars and On-Demand programs

Our current database of sponsors is in need of some attention, so we appreciate you informing us if you wish to become an accredited provider, no longer wish to be an individual provider, or simply update your contact information with our office. Payments at this time will be required via check or money order made payable to *The Office of Professional Programs* and mailed to our new office location (as of July 8, 2024) at *The Office of Professional Programs, 501 Woodlane St., Ste 303, Little Rock, AR 72201-1026*.

We understand you may have questions and our office is prepared to assist you. Keep in mind it is also our year-end deadline, our office is in the midst of relocating to a new location and we are administering one of the largest bar exams in Arkansas history all in the month of July! We have enjoyed our role in assisting you to provide quality CLE programs for our Arkansas attorneys and look forward to continuing our professional relationship. You are appreciated!

ARKANSAS APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION

Mail application to: The Office of Professional Programs, 501 Woodlane St., Ste 303,
Little Rock, AR 72201-1026 or e-mail to: clarkansas@arcourts.gov

Sponsoring Organization

Name: _____

Mailing Address: _____

Telephone: (____) _____ Email: _____

1. Title of educational activity: _____

2. Date(s) _____

3. Location(s) _____

4. Registration fee: _____

5. Writing surface available? Yes No

6. Select method(s) of presentation below. NOTE: Arkansas requires that all presentations (live webinars and on-demand) have a monitoring procedure in place to verify attorneys attendance throughout the entire program. Attorneys only receive credit for the portion of instruction for which they were present.

LIVE in-person with faculty present

Live webinar (interactive seminar)

On-Demand (pre-recorded)

Other: _____

7. Type of Law Classification: _____ (optional)

8. Advertised to: Lawyers; Clients; Others (specify): _____

9. List any admission restrictions: _____

10. **REQUIRED: If the program is being sponsored by a private law firm:**

Do you verify that at least three (3) outside attorneys will be invited to the program? Yes (Required)

11. Method of evaluation: participant critique independent evaluator none other _____

12. Do you verify there will be handout material (paper, CD, flash drive, download) on each topic? yes no; **estimated pages**

13. **REQUIRED ATTACHMENTS** to this application:

- a. Timed agenda for 60-minutes or more
- b. Sample certificate of attendance for program
- c. Sample evaluation form for program
- d. Application processing fee (\$50.00 if submitted by Individual Sponsor)
(refer to attached fee schedule for late filing fees, if applicable)

14. Total minutes of instruction, excluding introductions, welcomes, breaks and meals without a speaker or presenter:

General minutes:

Ethics minutes:

Total Minutes Including Ethics

15. Approved by other states: Granted by: _____ Denied by: _____

16. Submitted by: Employee of Sponsor/Provider (Check here)

17. Individual Attorney (Check here and complete below)

SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all rules & regulations.

Approval notices will be sent via email to the address listed below.

Sponsor Representative: _____

Attorney Name: _____

Title: _____

State Bar Number: ABN _____

E-Mail Address: _____

E-Mail Address: _____

Signature: _____

Telephone: (_____) _____

Notification of Approval
Course Number _____ (must be applied to COA's)
The following action has been taken: <input type="checkbox"/> Approved for ___general___ ethics <input type="checkbox"/> Denied _____ <input type="checkbox"/> Returned for additional information _____
Date: ___/___/___ Approved by: _____ Certificates of Attendance must be received within 15 days of the completion of the program or late filing fees will be assessed. Refer to application fee schedule. **CLE Staff use only**

Please allow ten (10) days for processing. Checks can be made payable to *The Office of Professional Programs* and mailed to the address above. Payment must be received within five (5) days of the date application is confirmed via e-mail and/or received in this office. Approval is based on payment of application fee (if applicable). See application fee schedule included in this packet to determine your fee responsibility.

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Application Fee Schedule for Continuing Legal Education

<p>Accredited Sponsors Unlimited course accreditation for all CLE-qualifying courses presented by the sponsor in any location</p>	<p>\$2500 Annual fee - July 1st</p>
<p>Government Entities</p>	<p>\$500 Annual fee - July 1st</p>
<p>Accredited Pro Bono Sponsors</p>	<p>\$100 Annual fee - July 1st</p>
<p>Nonaccredited Pro Bono Sponsors</p>	<p>\$10 Processing fee per application</p>
<p>Individual Application Fee Exceptions: No Registration Fee charged for Arkansas Attorneys County Bar Associations Lunch Programs</p>	<p>\$50 Processing fee per application</p>
<p>Late Application Filing Fee</p>	<p>\$25 filed between 15 and 29 days of event date \$50 filed between 1 and 14 days of event date \$100 filed after event date</p>
<p>Certificates of Attendance</p>	<p>\$50 received 16-30 days after event \$100 received more than 30 days after event</p>

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PROVIDER'S CERTIFIED LIST OF REGISTRANTS

1. Name of Provider: _____

2. Address: _____

3. Name of Contact Person: _____

Telephone Number: _____ E-mail: _____

4. Program Name: _____

5. Arkansas Program ID Number: _____

CERTIFICATION

Attached are the Certificates of Attendance, in alphabetical order, acquired by the sponsor for the captioned program. The sponsor certifies that each attendee was a registrant, or presenter, at the captioned program. The sponsor makes no representations with regard to the validity of hours of credit claimed by each attorney.

Sponsor Representative

Date

Uniform Certificate of Attendance

To be filed within fifteen (15) days upon completion of the program to The Office of Professional Programs at 501 Woodlane St., Suite 303, Little Rock, AR 72201-1026 or e-mail to clearkansas@arcourts.gov.

Sponsoring Organization: _____

Activity Title: _____

Date: _____

Location: _____

Course Number: _____

**This program is eligible
for at total of:** _____

General credits based on a
full 60-minute hour

Ethics credits based on a
full 60-minute hour

NOTE: Arkansas is a 60-minute CLE state and all programs will be reviewed based on a full 60-minutes. Introductory remarks, keynote addresses, business meetings, breaks and meals (with no speaker or presenter), receptions, etc., are not included in the computation of credit.

TO BE COMPLETED BY ATTORNEY:

By signing below, I certify that I attended the activity described above and am entitled to claim _____ General credit hours, which INCLUDES _____ Ethics credits.

Attorney Name(Print):

Membership, Registration or Supreme Court Number

Attorney Signature

Date

State where credits are to be registered

Note: Complete a certificate for each state in which you are required to file. Rules for CLE in some states require the provider to file attendance with the regulator as a service to lawyers. Please confirm jurisdictional reporting requirements with the provider or state regulator

Acknowledged by:

Sponsor Representative

SAMPLE EVALUATION FORM
TO BE USED AS A GUIDE ONLY

PROVIDER INFORMATION

PROGRAM NUMBER _____

COURSE TITLE: _____

LOCATION: _____ COURSE DATE: _____

We appreciate our registrants sharing their reactions to this program. Please complete this form and return it as you leave the program.

Evaluation Rating Scale: Excellent – 5 Good – 4 Satisfactory – 3 Below Average – 2 Poor – 1

1. PRESENTERS:

Speaker	Content	Delivery	Average

2. OVERALL RATING OF THE COURSE: (PLEASE CIRCLE ONE)

Excellent – 5 Good – 4 Satisfactory – 3 Below Average – 2 Poor – 1

3. WRITTEN MATERIALS: (PLEASE CIRCLE ONE)

Excellent – 5 Good – 4 Satisfactory – 3 Below Average – 2 Poor – 1

Comments: _____

How can (sponsor) better serve your needs? _____

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REQUEST FOR CLE CREDIT BY A SPEAKER

1. Program Number: _____ (REQUIRED)
2. Subject of your presentation: _____
3. Date/Location upon which you spoke: _____
4. If your presentation was as a solo speaker (not part of a panel), how long was your presentation?
(rounded to nearest 1/4 hour) _____ (**Circle one GENERAL OR ETHICS**)
5. If your presentation was as a member of a panel, how long was the panel presentation in its entirety?
(rounded to nearest 1/4 hour) _____ (**Circle one GENERAL OR ETHICS**) **Moderators do not receive enhanced CLE credit.**
6. The undersigned speaker states that the presentation noted above complies with the Arkansas Rules and Regulations for Minimum Continuing Legal Education.
7. Print name: _____ Signature: _____
8. Phone: _____ Supreme Court Reg. No. _____

In addition to the credit I am claiming for speaking at this program, I am entitled to claim _____ general credit hour(s) **and** _____ ethics hour(s) for the remainder of the program. **(Do not include the amount of time claimed for your presentation.)**

Print Name: _____ Signature _____

Bar Number _____

TO BE COMPLETED BY SPONSOR

Sponsoring Organization: _____

Sponsor representative: _____ Date _____

Monitoring of Programs and Attendees OnDemand and Webinar Formats

Providers are required to monitor and track when attorneys arrive and leave their activity so that they can report accurate attendance hours to the CLE Board. If any attorney wishes to leave the program and has attended at least one full 60-minute substantive hour, providers may provide the activity code to the attorney when he or she leaves the session.

Providers are required to monitor the attendees and deduct absences of more than 15 minutes from an attorney's record.

Providers must be able to independently verify an attorney's completion of a CLE program before issuing a certificate of attendance, regardless of whether the program is live, traditional classroom-format program or a nontraditional-format program. Providers must have procedures in place to verify an attorney's completion of a program without relying on statements made by the participating attorney or a record of log-in and log-out times of participants.

If attorneys view a program individually (as opposed to participating in a group setting) the provider must design an appropriate attendance certification procedure. For example, an attorney who individually views an OnDemand program or is individually participating in a live webinar may be required to report back to the provider by means of a form requesting a list of activity codes that were provided throughout the program. An undisclosed number of activity codes are to be spoken and/or displayed during the program at random times. Before issuing a certificate of attendance, the provider should verify that the attorney affirmed completion of the program and accurately reported all activity codes on the form.

A provider should maintain the confidentiality of activity codes. At a minimum, there should be a separate code at least every 50 minutes of a presentation. For a 60-minute program using only one code, the code is not placed at the beginning of the program, nor at the very conclusion of the program. The code should be placed 5-10 minutes before the end of the program.

As an additional reminder, a provider of online programs might use pop-up boxes to verify that an attorney has completed an entire program. For example, the participating attorney might be given five seconds to respond to the pop-up question, "Are you still there?" which would appear periodically on the screen. A certificate of attendance would be issued only after the provider had established that the attorney responded to all pop-up questions within the allotted time..

The CLE Board will consider for approval any reliable method of independent provider verification of an attorney's completion of a CLE program.