

ARKANSAS APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION

Office of Professional Programs, 501 Woodlane St., Ste 303, Little Rock, AR 72201-1026
Email: clearkansas@arcourts.gov / Online payment portal: <https://ar.accessgov.com/opp>

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	

Checks can be made payable to *The Bar of Arkansas* 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. Online payments can be made here: <https://ar.accessgov.com/opp>

Application Fee Schedule for Continuing Legal Education

Fees and application can be submitted online by clicking here: <https://ar.accessgov.com/opp>

<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>



Arkansas Supreme Court | Board of Law Examiners | Office of Professional Programs

We are excited to announce that CLE providers may now make electronic payments!

Fees associated with applying for CLE accreditation and individual programs can now be made online through Arkansas GovPay. User credentials are not required for this safe and secure payment portal. Checks will still be accepted for payment.

- ✓ Pay Annual Accredited Provider Fees
- ✓ Pay Nonaccredited (Individual) Application processing fees and submit application
- ✓ Pay Nonaccredited (Individual) Application late filing fees and submit application
- ✓ Pay Certificates of Attendance late fees and submit your certificates

If you have not paid an annual fee, you are a Nonaccredited (Individual) Provider

Access the online payment portal by clicking here: <https://ar.accessgov.com/opp>

Note: If you are paying by e-Check, the payment processor will automatically apply a \$2.00 service fee. The service fee for paying with a credit/debit card is 3% + \$1.00 service fee. Upon successful completion of payment, a confirmation receipt will be emailed to the user.

We enjoy our role in assisting CLE providers who offer quality CLE programs for Arkansas attorneys and look forward to continuing our professional relationships!

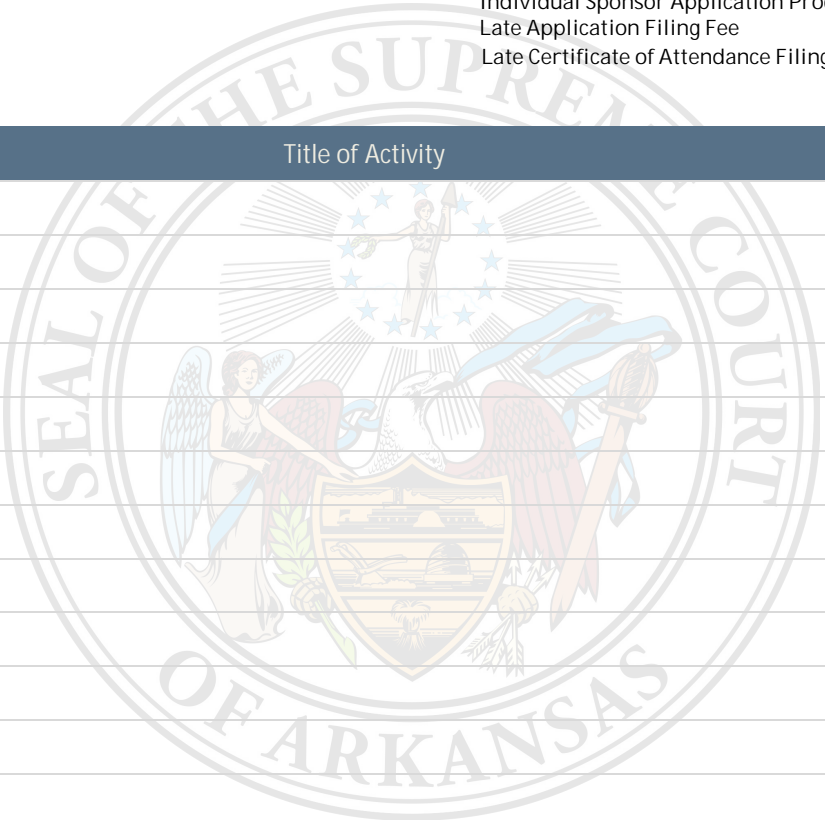
Should you have any questions, feel free to reach out at clearkansas@arcourts.gov.

Arkansas Supreme Court Office of Professional Programs

Complete payment form if paying by check and include with your application.
To pay online and submit application, click here: <https://ar.accessgov.com/opp>

APPLICATION PAYMENT FORM BY CHECK DATE: _____

ORGANIZATION	STATUS	COMMENTS
Name:	Accredited Sponsor	Accredited Sponsor Annual Application Fee \$2500
	Government Entity	Government Entity Annual Application Fee \$500
	Pro Bono Sponsor	Pro Bono Accredited Annual Application Fee \$100
Address:	Individual Sponsor	Pro Bono Nonaccredited Sponsor Processing Fee \$10
		Individual Sponsor Application Processing Fee \$50
		Late Application Filing Fee \$25 \$50 \$100
Email:		Late Certificate of Attendance Filing \$50 \$100



Date of Activity	Title of Activity	TOTAL DUE

TOTAL AMOUNT ENCLOSED \$ _____

Checks made payable to *The Bar of Arkansas* and mail to:

The Office of Professional Programs
501 Woodlane St., Ste 303
Little Rock, AR 72201-1026

CERTIFIED LIST OF REGISTRANTS

*To be submitted by Provider as a cover page
with Certificates of Attendance*

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

CLE4

EVALUATION FORM

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? _____

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 Email to clearkansas@arcourts.gov. Late fees and certificates may be submitted online here: <https://ar.accessgov.com/opp>

Sponsoring Organization: _____

Activity Title: _____

Date: _____

Location: _____

Course Number: _____

This program is eligible for
general hours: _____

General credits based on a
full 60-minute hour

Of this total: _____

Credit hours are devoted
to Ethics (60-minutes)

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

SUPREME COURT OF ARKANSAS
ARKANSAS CONTINUING LEGAL EDUCATION BOARD
501 Woodlane St., Ste 303, Little Rock, AR 72201-1026
(501) 374-1855 F: 501-374-1853 clearkansas@arcourts.gov

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. A record of log-in and log-out times of participants is acceptable.

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.