

## LAW SCHOOL AND CLE DEPARTMENT POLICY

The purpose of this policy is to define the assistance Loyola Continuing Legal Education Department provides to organizations and members of the Loyola community in attaining accreditation from the Mandatory Continuing Legal Education (MCLE) Committee for CLE credits. If the Department approves of the proposed event, it will use its MCLE sponsor number to apply for accreditation.

### REQUIREMENTS

(What is required to host a CLE by the MCLE Committee)

- Activity must have significant intellectual or practical content and its primary objective must be to maintain or increase the participant's professional competence as an attorney
- Activity must deal primarily with matters related to the practice of law, ethical obligations, or professionalism by attorneys
- A fully qualified Individual or Group Panel, qualified by practical or academic experience
- Thorough, high quality, readable, and carefully prepared written materials must be made available to all participants (Note – it is not necessary to have written materials in all instances)
- The activity must be conducted in a physical setting conducive to learning at a time and place free of interruptions
- At the conclusion of an approved program or activity, each attending Member must be given the opportunity to complete an evaluation questionnaire addressing the quality, effectiveness and usefulness of the particular activity. Within thirty (30) days of the conclusion of the activity, a summary of the results of the questionnaires must be forwarded to the Committee. If requested, copies of the questionnaires must also be forwarded to the Committee. Sponsors must maintain the questionnaires for a period of 90 days following a program, pending a Committee request for their submission.

### APPROVAL AND APPLICATION – 30 days prior to event

The CLE Department requires a proposal, from the individual or organization seeking to host the event, of the proposed CLE offering not less than 30 days prior to the event date. Items required by the MCLE Committee include:

- A complete timed out Course Schedule, with paragraph of course content and intent/learning objectives
- List of Faculty with Contact Information and Brief Bio of each
- Note – the reason the CLE Department needs these items 30 days in advance is because for in state applications received less than 20 days prior to the course date (applications must be mailed) the MCLE Committee requires an additional \$50.00 late filing fee

30 days prior to the date of the event a completed application for a CLE activity must be turned into the CLE Department. If requested, the CLE Department MAY be able to provide assistance with the application. Along with the application the following must be included:

- \$50.00 application fee
- If the course is offered for no charge, then the \$50 application fee is not required.
- Once approved, the course may be advertised with the following: *"This course or a portion thereof has been approved by the Mandatory Continuing Legal Education Committee of the Louisiana Supreme Court for a maximum of \_\_\_\_\_ hours credit."*

## STAFFING

The staffing of the CLE event is handled by the submitting organization.

## CLE REPORTING

The CLE Department issues Louisiana Attendance Forms prior to the start of the event. Forms may be picked up in the CLE office, Room 110 of the law school. Completed forms must be turned into the CLE Department within 5 days after the event. The CLE Department handles the electronic input of the attorneys CLE credit and reporting. Additionally, the evaluations filled out by attendees must be returned to the CLE Department within 5 days after the event. The CLE Department will maintain the records for a minimum of five years.