

**UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION  
STATE OF MAINE**

**Please note: Approved Providers must submit a non-refundable \$35 application fee at time of application. Non-approved Providers must submit a non-refundable \$45 application fee at time of application. Course approval requests by individual attorneys for any non-approved course that charges a registration fee must include a non-refundable \$45 application fee. There is no application fee for courses that do not charge a registration fee, or for self-study coursework. Thank you.**

1. Sponsoring Organization:

Name:  
Address:

Telephone: (    )                      Fax: (    )  
E-mail:

2. Title of educational activity:

3. Date(s) and location(s):

4. Registration fee:  Yes \$ \_\_\_\_\_  No

5. Writing surface available?  Yes  No

6. Delivery method(s):  faculty in room with participants;  teleconference;  webcast;  satellite;  audiotape presentation;  
 videotape presentation;  video conference;  digital media;  other \_\_\_\_\_;  discussion leader present

7. Type of Law code(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ (Optional) 3. \_\_\_\_\_(Optional)

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

9. List any admission restrictions:

10. In-house activity (not advertised to outside lawyers):  Yes  No

11. Method of evaluation:  participant critique  independent evaluator  none

12. Description of materials to be distributed:  looseleaf  bound number of pages \_\_\_\_\_

13. Required attachments to this application:

- a. time schedule (brochure, course outline, course description)
- b. table of contents or equivalent
- c. faculty names and credentials
- d. fees (sponsors see below)

14. Total minutes of instruction, not including breaks, meals or introductions:

General (non-ethics) \_\_\_\_\_  
Ethics (minutes) \_\_\_\_\_  
  
TOTAL: \_\_\_\_\_

15. For individual attorneys requesting CLE teaching/instruction credit:

Total minutes of instruction: \_\_\_\_\_ Written materials provided?  Yes, number of pages \_\_\_\_\_  No  
Total minutes of attendance (non-instruction time): \_\_\_\_\_

16. Approval by other states: Granted by:  
Denied by :

17. Submitted by:  sponsor/provider  individual lawyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE ACCREDITATION OFFICE NOTICE OF  
DECISION (to be completed by state accreditation  
office and returned to applicant)**

COURSE NO: \_\_\_\_\_

The following action has taken place on this  
application:

\_\_\_ APPROVAL DENIED (see attached)

\_\_\_ RETURNED for more information as  
indicated.

\_\_\_ APPROVED for \_\_\_\_\_ CLE credits,  
including \_\_\_\_\_ Ethics credits.

Self-study/in-house CLE only.

CLE Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations as defined in M. Bar R. 12, which can be viewed on our website at [www.mebaroverseers.org](http://www.mebaroverseers.org).**