### Continuing Legal Education Application For Accreditation

**Legal Specialization and Education**  
651 East Jefferson Street  
Tallahassee, Florida 32399-2300  
850/561-5842 • [clemail@florida.bar.org](mailto:clemail@florida.bar.org)

(PLEASE TYPE OR PRINT)

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**CLE Provider #**  
(please check here if there are any updates to your contact information)

**NEW PROVIDER CHECK HERE**

**PROVIDER NAME**

**CONTACT NAME**

**PHONE NUMBER**  
( ) __________________________ E-MAIL __________________________

**MAILING ADDRESS**

**PROGRAM TITLE**

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**DATE(s)** (Exact Course Date Required)

**LOCATION(S)** (City and State)

**SEMINAR TYPE**

- [ ] Live Presentation  
- [ ] Live Webcast  
- [ ] DVD  
- [ ] Online Program  
- [ ] CD  
- [ ] Live Various Locations

**PROGRAM LEVEL**

- [ ] Basic – A course designed for the practitioner with no experience or limited experience in the area of law in which the course deals. A survey course is considered basic unless there are recent, significant changes in the law.
- [ ] Intermediate – A course designed for the practitioner experienced in the area but not necessarily an expert. A survey course in which there have been recent, substantial changes will be deemed intermediate. In an intermediate course, some segment may be low intermediate or basic, and others high intermediate or advanced; in those instances the course taken as a whole will be considered intermediate.
- [ ] Advanced – A course designed for the practitioner with extensive experience in the subject matter of the course.

**MINUTES OF INSTRUCTION**

(Excluding breaks, meals, & introduction)

- [ ] General  
- [ ] Ethics  
- [ ] Professionalism Credit  
- [ ] Substance Abuse  
- [ ] Mental Illness Awareness  
- [ ] Bias Elimination  
- [ ] Technology  
- **Total Minutes of Instruction**

(Total Minutes of Instruction will be divided by 50 to determine CLE credit hours)

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**ATTENDANCE REGISTRATION FEE**

$________

**FEES (Please Check As Applicable)**

**NORMAL PROCESSING TIME IS 2-4 WEEKS**

- [ ] Late Fee  
  
  Required if application is not submitted 30 days prior to the first date on which the seminar is held. [8550005]

- [ ] Rush Fee  
  
  Optional Fee. Course will be processed within 5 business days. [8550006]

**EVALUATION FEE (Select One Item Below):**

- [ ] Programs offered at no charge to Attendees. [8550003]  
  $45

- [ ] Programs with a registration fee to Attendees [8550001]  
  $150

- [ ] Government Agencies [8550004]  
  No Fee

  (Program offered at no charge to attendees)

- [ ] Government Agencies [8550001]  
  $150

  (Program with a registration fee to Attendees)

- [ ] Local Bar Associations only:  
  No Fee

  Programs offered at no charge to attendee or less than 2 credits [8550008]

- [ ] Programs offered at a charge to the attendee or greater than 2 credits [8550002]  
  $45

**TOTAL ENCLOSED**  
$________

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**PLEASE DO NOT STAPLE DOCUMENTS.** Failure to include all required fees and documentation will delay the evaluation process.

As required, include the course description with an outline of all topics addressed, a detailed time schedule, and brief speaker biographies.

If requesting ethics, professionalism, bias elimination, substance abuse, mental illness awareness or technology CLE credit, you must identify the lecture topic and minutes to be considered.

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**Name of Person Applying (SIGNATURE NOT REQ’D. IF TYPED)**

___________________________  
___________________________

**Signature**  
**Date**
Information Needed to Submit for Continuing Legal Education (CLE) Credit

Application for Accreditation

1. **CLE Provider Number:** If your organization has had a seminar approved before, the provider number will be located at the top of the approval notice you received from The Florida Bar. If your organization has never had a seminar approved, check the box next to New Provider.

2. **Provider Name, Contact Person, Addresses, and Numbers:** Make sure to provide your information in the space provided. If there are updates to the information you have provided in the past, check the box indicating there are updates. Make sure your email address is provided to ensure Accreditation Certificate is sent to the correct person.

3. **Seminar Title:** Provide the title of the seminar as it would appear on the brochure.

4. **Date(s) and Location(s):** Indicate all dates and locations, whether the seminar will be made available live, audio, video online or webcast/webinar, and/or other. Exact start date required because course is approved for 18 months.

5. **Seminar Type:** Indicate all the program types.

6. **Seminar Level:** Indicate the level (basic, intermediate, or advanced) of the seminar. If you feel that all three levels apply to the seminar, check the level at intermediate. Intermediate seminars can include topics ranging from basic to advance. Basic level seminars may not be eligible for board certification credit.

7. **Minutes of Instruction:** Indicate the minutes of lecture time as provided on the application. The total hours should not exceed the general credits. (Introductions, breaks, meals are not eligible for CLE).

8. **Acknowledgement:** Read and confirm all appropriate information is attached to the application.

- Course Description with an Outline of Topics to be Addressed
- Detailed Time Schedule
- Speaker Information and credentials (short bio)
- Appropriate Accreditation Fee(s)

9. **Attendance Registration Fee:** Indicate the amount a member would be required to pay to attend your program.

10. **Fees:** Check the appropriate fees for your seminar. If you need to have the seminar evaluated before our normal processing time of **2-4 weeks**, you will need to include a **rush fee of $75**. If the application for accreditation is **not** submitted 30 days prior to the first presentation date, a **late fee of $75** is required.
Seminar Agenda/Outline

- The agenda/outline should include the time frame of each topic, speaker, and brief description of the topic.

- If the topic is general, i.e. Trial Advocacy Workshop, you will need to include the type of cases.

Speaker Biographies

- The speaker biographies should include area of practice, city of practice, law firm, organizations where they are members, etc.

- If the speaker(s) are not attorneys, you will need to provide a detailed description of their specialty.

Course Description

- You will need to provide a summary or overview of the seminar.

Areas of Certification - Below is a listing of the Board Certification Areas. It would be helpful to our office in determining certification credit if you indicate the areas of board certification your program includes.

Admiralty/Maritime  Adoption Law
Antitrust Law      Appellate Practice
Aviation Law       Business Litigation
City/County/Local Government  Civil Trial
Construction Law  Condo/Planned Development
Criminal (Trial/Appellate) Education Law
Elder Law         Health Law
Immigration/Nationality Intellectual Property
International Law  International Litigation & Arbitration
Juvenile Law      Labor/Employment
Marital/Family Law Real Estate
State & Federal Gov’t & Admin. Practice Tax Law
Wills/Trusts/Estate Workers’ Compensation

National Accreditation: Desiree Dunn  850/561-5850

Questions?

CLE Contact Information
Email: clemail@floridabar.org

Course Approval Specialists
Jacob Henderson  850/561-3126  Tim Hendry  850/561-3190
Pamela Rosier  850/561-5653  Nikita Wilson  850/561-5824
Sandra Allbritton  850/561-5680

Assistant Director, Legal Specialization and Education
Maritza McGill  850/561-5735