

**APPLICATION FOR APPROVAL OF TEACHING CREDIT**

Teaching credit is awarded as an incentive for attorneys to enhance or benefit the legal profession by teaching other attorneys. Accordingly, teaching must be in association with an accredited CLE program (see reverse for teaching which is not entitled to CLE credit).

1. **Attorney's Name** \_\_\_\_\_
2. **Program Sponsor** \_\_\_\_\_ . **Date and location** \_\_\_\_\_
3. **Title of Educational Activity** \_\_\_\_\_
4. **Was (Is) this a repeat presentation?** Yes \_\_\_\_ No \_\_\_\_
5. **If a repeat presentation, were materials updated?** Yes \_\_\_\_ No \_\_\_\_ (If yes, enclose materials for both this and the original presentation).
6. **Subject Matter Taught** \_\_\_\_\_
7. **Type of Instruction:** lecturer; discussion leader; panel member; other \_\_\_\_ (Please circle)
8. **If you were part of a panel, how many members on panel?** \_\_\_\_\_
9. **No. of minutes spent teaching** \_\_\_\_\_. **Of that, amount that was: Lecture time** \_\_\_\_\_ **Panel time** \_\_\_\_\_ (If part of a panel, time for entire panel). **Of that, amount that was Ethics:** \_\_\_\_
10. **How much of the program, in minutes, did you attend (including your lecture/discussion time)?** \_\_\_\_\_ (of which \_\_\_\_\_ was Ethics).
11. **I am enclosing a copy of all written materials I used in teaching/presenting this course.**
12. **Were these materials prepared by you?** Yes \_\_\_\_ No \_\_\_\_
13. **Are these materials original or copies of materials/documents prepared by others?** Yes \_\_\_\_ No \_\_\_\_
14. **Are you an employee, partner, etc., of the program sponsor?** Yes \_\_\_\_ No \_\_\_\_
15. **I (or your firm, company, etc.) received payment for this presentation.** Yes \_\_\_\_ No \_\_\_\_

**If yes, indicate amount of payment and specify that portion, if any, which constituted reimbursement for actual travel, lodging and subsistence expenses:** \_\_\_\_\_

14. **Submitted by: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **SCBar No.** \_\_\_\_\_  
**Street/PO Box** \_\_\_\_\_ **Phone No.** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_

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Approved: \_\_\_\_\_ Teaching Credit: \_\_\_\_\_  
Denied: \_\_\_\_\_ Attendance Credit: \_\_\_\_\_  
Total Credit Hours: \_\_\_\_\_

Reason(s) for Denial: \_\_\_\_\_

For teaching credit when the applicant's presentation was accompanied by original written materials, the formula for calculating credit is as follows:

$$\frac{\text{Total minutes of actual instruction (platform) time}}{60} = \text{Total Teaching Hours}$$

$$\text{Total Teaching Hours} \times 3 = \text{CLE credit for teaching}$$

For teaching credit when the applicant's presentation was **not** accompanied by original written materials, the formula for calculating credit is as follows:

$$\frac{\text{Total minutes of actual instruction (platform) time}}{60} = \text{Total Teaching Hours}$$

$$\text{Total Teaching Hours} \times 1\frac{1}{2} = \text{CLE credit for teaching}$$

### **Restrictions on CLE Teaching Credit**

Teaching under any of the following circumstances does not qualify for teaching credit at the rate of three hours credit for each hour of presentation:

- (a) Actual instruction time was less than 30 minutes.
- (b) Speech/presentation was in connection with a meal;
- (c) Written materials prepared by the applicant are less than five (5) typed, double-spaced pages in length (photo copies or other duplicated materials do not count toward the requirement for five (5) pages of typed materials);
- (d) Written materials were not prepared by the applicant.
- (e) The person making the presentation or the firm, company, association, etc. of which he/she is a member, shareholder, employee, associate, etc., received payment therefor (or an honorarium) of more than \$100.00. (For this purpose, reimbursement for actual travel, lodging and subsistence expenses incident to the presentation should be excluded in determining payment received);
- (f) Presentation was to persons pursuing a degree in law;
- (g) Presentation was to persons preparing for admission to the practice of law;
- (h) Presentation was an "in-house CLE" program (as defined in Commission Regulation 4 (d));
- (i) Presentation was any part of a program/seminar/course sponsored by the applicant's firm, company, association, etc., regardless of whether any payment was received by the applicant or his/her firm, company, association, etc.;
- (j) Application was not submitted within 60 days of date presentation was made.

In cases of panel presentations, credit shall be calculated by multiplying the total number of panel teaching hours by three (3) and dividing by the number of panel members involved.

Teaching credit for repeat performances is not authorized unless materials were substantially updated.