LAW SCHOOL AND CLE DEPARTMENT POLICY -

REQUIREMENTS
(What is required to host a CLE)

• 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
• 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
CLE Department requires a proposal of the proposed CLE Event 60 days prior to the date of the event. Within 10 days after receipt of the proposal for CLE credit the CLE Department will notify the querying organization of approval to go forward. Items needed in proposal are:

• Reason for including CLE credit in said program
• A complete timed out Course Schedule, with paragraph of course content and intent/learning objectives
• List of Faculty with Contact Information and Brief Bio

APPLICATION
45 days prior to the date of the event a completed application for a CLE activity must be turned into the CLE department. Along with the application the following must be included:

• $50.00 application fee
• 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.”

COURSE MATERIALS
The CLE Department needs to approve course materials, course materials are required 10 days prior to event for review.
PRICING
The CLE Department sets the price of CLE credit depending on the audience, and the purpose of the program. All revenue generated from CLE credit will be issued to the CLE Department

STAFFING
The staffing of the CLE event is handled by submitting organized.

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. The CLE department will maintain the records for a minimum of five years.