



**Commission on
Continuing
Legal
Education**
of the Supreme Court of Delaware
405 N. King Street, Suite 500
Wilmington, Delaware 19801
arms_cle@delaware.gov

Application for Accredited Sponsor Status

to be completed and submitted by an organization
seeking to become an Accredited Sponsor with the
Delaware CLE Commission

Organization Name: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Name & Title of Contact: _____

E-mail address: _____

Home Page URL: _____

Date of Application: _____

The Delaware Commission on Continuing Legal Education may designate qualified organizations or persons as Accredited Sponsors. No law firm, legal department of a corporation or agency of government shall be designated as an Accredited Sponsor, except for an entity the sole or primary purpose of which is the presentation of continuing legal education programs. A program or course of continuing legal education conducted by an accredited sponsor shall be an accredited course provided that all Commission on Continuing Legal Education Regulations pertaining to accredited sponsors are met. All programs conducted by the sponsor shall be submitted to the Commission. The Commission requests previous program information from sponsors with no programming history in Delaware in order to process this application.

Please read and sign this application and return it to the above address with the \$350.00 sponsor application fee payable to **Commission on Continuing Legal Education**. Sponsor status must be renewed annually. The renewal information will appear on your DESCLMS.org profile approximately one month before the expiration date. It is the Sponsor's responsibility to obtain and submit the renewal in a timely fashion.

If you have further questions, please contact arms_cle@delaware.gov. The Commission reserves the right, at any time, to reevaluate, condition, or revoke the status of any person or organization as an Accredited Sponsor.

DELAWARE CLE PROGRAM REQUIREMENTS

The following standards shall be met for any program for which credit or approval is sought:

- A. It shall have significant intellectual or practical content.
- B. It shall deal primarily with matters directly related to the practice of law, the exercise of judicial responsibility, professional responsibility, or the ethical obligations of lawyers or judges.
- C. It shall be presented by a person or persons qualified by practical or academic experience to present the subject. Legal subjects should normally be presented by lawyers.

- D. High quality written materials should be distributed to all participants at or before the time the program is offered.
- E. It shall be presented in a suitable classroom or laboratory setting devoted to the educational activity or program. Writing surfaces are usually required. Generally, credit will not be given for mealtime or after-dinner type speeches.
- F. "Ethics" includes both legal and judicial ethics, which is a set of rules that lawyers and judges must obey, with sanctions for failure, and professionalism, which is a broader concept embodying an attitude and a dedication to civility, skill, businesslike practices and a focus on service, and encompassing obligations to other attorneys, obligations toward legal institutions, and obligations to the public whose interests lawyers must serve. Credit for Enhanced Ethics is awarded for programs or portions of programs clearly designated as providing instruction in these topics. Credit for Enhanced Ethics may also be awarded when a provider confirms that these issues are addressed generally within a substantive topic or throughout a program; however, the provider must attach certification thereto and the attorney must attend the entire program to receive the Enhanced Ethics credit in this situation.

Failure to adhere to these guidelines is grounds for disapproval of an activity. Providers agree to keep attendance records of each sponsored activity on file for a minimum of **3 years**, copies of which must be submitted to the Commission within 30 days after the last day of the activity, in the format required by CLE Rule 6(A)(1). Providers must also provide each participant with an attendance certificate which meets the requirement of CLE Rule 6(A)(2).

GUIDELINES FOR CALCULATING CREDIT

1. A "credit hour" means an hour by the clock which is not less than 60 minutes in duration.
2. The following may **NOT** be counted for credit:

a. coffee breaks	c. keynote/mealtime speeches
b. introductory remarks	d. business meetings
3. Hours of credit shall be determined by the following formula:

Total instructional minutes	Divided by 60 minutes =	Hours of CLE credits
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4. The hours of credit merely reflect a maximum that may be earned through attendance. Only actual attendance by the lawyer earns credit. Parts of hours should be rounded to the nearest 1/10 credit.

I have read and understand the Delaware CLE Program Requirements and agree to abide by the Delaware Rules for Continuing Legal Education. I further understand that failure to adhere to these rules can result in revocation of Accredited Sponsor status.

Name

Title

Signature

Date: