

# REQUEST FOR CONTINUING LEGAL EDUCATION TEACHING CREDIT

- Complete one application for each activity.
- Teaching credit will only be awarded for accredited activities. If the course is held out of state, you may have to apply for course accreditation (Form 3) at the same time you file for teaching credit.

LSBA MCLE Department  
601 St. Charles Ave  
New Orleans, LA 70130-3404

Form 4  
Rev. 10/2018

<b>PART A</b>	<b>TEACHING CREDIT – ACCREDITED MCLE PROGRAMS</b>
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**Regulation / Rule 3.7**

Credit may also be earned through teaching in an approved CLE activity. Presentations accompanied by thorough, high quality, readable, and carefully prepared written materials will qualify for CLE credit on the basis of six (6) hours of credit for each instructional hour of presentation. Presentations accompanied by one or two page outlines or not accompanied by written materials will qualify for CLE credit on the basis of three (3) hours of credit per hour of presentation. Repeat presentations qualify for one half of the credits available for the initial presentation.

Title of CLE Activity	Name of CLE Sponsor
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MCLE Course Accreditation Number	Date(s)	Meeting Site or Delivery Method	State
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A. To determine CLE credit, check below:

- Presentation with materials – 6 CLE credits per course hour (outlines do not qualify as sufficient material)
- Presentation without materials – 3 CLE credits per course hour
- Shared credits (more than one speaker) – 3 CLE credits per course hour
- Repeat Presentation - ½ of first presentation – Credit allowed for only 1 repeat presentation

B. Based on Part A, list CLE credit hours earned:

Length of presentation: \_\_\_\_\_ Hour(s)

CLE Teaching Credit Claimed: \_\_\_\_\_ Hour(s)

Check if you taught an ethics or professionalism session:

- Ethics       Professionalism

If you also attended CLE sessions, please list your attendance credit for those sessions only: \_\_\_\_\_ Hour(s)

Check if you attended an ethics or professionalism session:

- Ethics       Professionalism

**Credit filings must be received in the MCLE office by January 31 following the compliance term end. Failure to file timely will result in a \$150 delinquency penalty (Rule 6(c)). Repeat penalties may also apply.**

**Teaching forms can be mailed, faxed or emailed. Instructors are responsible for reporting and verifying their credits at approved CLE courses.**

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department. Toll free: (800) 421-5722; in New Orleans (504) 566-1600; via e-mail [mcle@lsba.org](mailto:mcle@lsba.org); or access our website: [www.lsba.org/mcle](http://www.lsba.org/mcle)

<b>PART B</b>	<b>MEMBER INFORMATION</b>
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Member Name	Louisiana Bar Number
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Street Address or P.O. Box
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City	State	Zip	Telephone	E-mail Address
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I attest that I did participate in the above CLE activity for the full number of hours reported. I understand that a false statement or misrepresentation is subject to disciplinary action pursuant to Rule 19 of the Louisiana Rules of Professional Conduct.

Member Signature
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