



**Commission on  
Continuing  
Legal  
Education**  
of the Supreme Court of Delaware  
The Renaissance Centre  
405 N. King Street, Suite 420  
Wilmington, Delaware • 19801  
302-651-3941 • <http://courts.delaware.gov/cle>

**Form 3-A**

**Application for Renewal of  
Accredited Sponsor Status**

to be completed and submitted by an organization  
seeking renew its status as an Accredited Sponsor with  
the Delaware CLE Commission

1. Please complete the following:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Name & Title of Contact: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Page URL: \_\_\_\_\_

2. For each continuing legal education course offered in the upcoming year, I will submit at least 30 days before the program an online application at [www.desclms.org](http://www.desclms.org) or a completed copy of the Form 1 Uniform Application with agenda or course description and summary with program schedule. A program brochure is an acceptable attachment if it contains a program agenda.

3. If for any reason this information has not already been provided for continuing legal education courses offered in the PAST year, enclose it with this application, with a written explanation as to why it has not been previously submitted.  
*This may affect your eligibility for renewal.*

4. For each continuing legal education course offered in the upcoming year, I will provide the Commission with a detailed attendance list no more than 45 days after the last date of the program. This attendance list shall include:  
(a) the course identification number as assigned by the Commission;  
(b) the full name of each attendee;  
(c) the Delaware Supreme Court identification number of each attendee, as available; and  
(d) the number of credit hours to which each attendee is entitled, based upon the total number of credit hours approved by the Commission. This number should indicate how many of the credit hours were in Enhanced Ethics.  
In addition, I will provide each attendee with a certificate of attendance reflecting the above information and keep the original attendance records on file for at least three years after the last date of the program.

5. Attach Accredited Sponsor fee of \$250.00 payable to the "**Commission on Continuing Legal Education.**"

**I have read and understand the Delaware program requirements as listed on the reverse side hereof and agree to abide by the Delaware Rules for Continuing Legal Education. I further understand that failure to adhere to these rules and regulations or to provide the items indicated above can result in the re-evaluation or revocation of Accredited Sponsor status.**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**FOR COMMISSION USE ONLY**

date received \_\_\_\_\_  
amount \_\_\_\_\_  
check date \_\_\_\_\_  
check no. \_\_\_\_\_

Status: Denied (reason) \_\_\_\_\_  
Approved through \_\_\_\_\_  
Referred to CLE meeting on \_\_\_\_\_  
CLE Staff \_\_\_\_\_