**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 to be A Provider

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

Organization Name: _____

Address: _____

_____

Phone: (_____)_____ Mobile: (_____)_____

Name & Title of Contact: _____

E-mail address: _____

Home Page URL: _____

Please read and sign this application and email to arms_cle@delaware.gov.

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
   b. introductory remarks
   c. keynote/mealtime speeches
   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 |
|---|---|---|

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

_____ Date:

Signature