

Colorado Association of Legal Support Staff
Continuing Legal Education Award

Request for Accreditation of Teaching Activity

Attachment to Application of CLE Award submitted by: _____

1. Name of program in which teaching activity occurred:

2. Name of program sponsor in which teaching activity occurred:

3. Program starting date: _____
4. Program location: (City/State) _____
5. Professional affiliation(s) or interest(s) of program attendees:

6. Is teaching your primary occupation? Yes No
7. If the answer to 6 is yes, are you seeking credit for that teaching activity? Yes No
8. If the applicant delivered any public lecture as part of this teaching activity, provide the following information for each lecture:

<u>Title or subject matter</u>	<u>Lecturing time (in minutes)</u>
_____	_____
_____	_____
_____	_____
_____	_____
9. Is any portion of this program devoted to ethics? Yes No If yes, how much?
_____ minutes
10. If written materials/notes are used to prepare and present your lecture, how many hours did you personally spend preparing those materials/notes? _____

(PLEASE CONTINUE ON REVERSE)

IF APPLICANT DID NOT GIVE A LECTURE AS PART OF THIS PROGRAM, THE FOLLOWING ITEMS SHOULD BE COMPLETED:

11. Indicate the number of hours applicant participated as panelist, discussion leader; tutor, advisor, small group trainer; administrator, program planner, moderator; or other (specify) _____
12. If written materials were used as part of your participation in 11, how many hours did you personally spend preparing these materials? _____
13. Have you taught this course before and received credit for preparation? Yes No
14. How many hours did applicant spend traveling to the teaching site? _____
15. Were supplementary written course materials distributed to attendees? Yes No
16. If the answer to 15 is yes, how many hours did applicant personally spend preparing the materials? _____ (NOTE: Answer this question only if applicant has not received credit for an earlier presentation of the same lecture. Do not include materials used by applicant for the actual presentation.)

NOTE: Applicant will receive at least 2 units of CLE credit for each hour of lecture. Applicant will receive additional credit, where appropriate, for preparation of materials.