Please note: Approved Providers must submit a non-refundable $35 application fee at time of application. Non-approved Providers must submit a non-refundable $45 application fee at time of application. Course approval requests by individual attorneys for any non-approved course that charges a registration fee must include a non-refundable $25 application fee. There is no application fee for courses that do not charge a registration fee. Thank you.

1. Sponsoring Organization:
   Name:
   Address:
   Telephone: (   )   Fax: (   )
   E-mail:

2. Title of educational activity:

3. Date(s) and location(s):

4. Registration fee: ☐ Yes $___________ ☐ No

5. Writing surface available? ☐ Yes ☐ No

6. Delivery method(s): ☐ faculty in room with participants; ☐ teleconference; ☐ webcast; ☐ satellite; ☐ audiotape presentation; ☐ videotape presentation; ☐ video conference; ☐ digital media; ☐ other __________________;
   ☐ discussion leader present

7. Type of Law code(s): 1. ________ 2. ___________ (Optional) 3. __________(Optional)

8. Advertised to: Lawyers ☐ Clients ☐ Others (specify):

9. List any admission restrictions:

10. In-house activity (not advertised to outside lawyers): ☐ Yes ☐ No

11. Method of evaluation: ☐ participant critique ☐ independent evaluator ☐ none

12. Description of materials to be distributed: ☐ loose-leaf ☐ bound number of pages ______

13. Required attachments to this application:
   a. time schedule (brochure, course outline, course description)
   b. table of contents or equivalent
   c. faculty names and credentials
   d. fees (sponsors see below)

14. Total minutes of instruction, not including breaks, meals or introductions:
   General (non-ethics) _____________
   Professionalism/Ethics _____________
   Harassment/Discrimination _____________
   TOTAL: _____________

15. For individual attorneys requesting CLE teaching/instruction credit:
   Total minutes of instruction: ______ Written materials provided? ☐ Yes, number of pages _____ ☐ No
   Total minutes of attendance (non-instruction time): ______

16. Approval by other states: Granted by:
   Denied by:

17. Submitted by: ☐ sponsor/provider ☐ individual lawyer Signature: _____________________________ Date: ______
   Bar No. of individual lawyer: __________

SPONSOR OBLIGATIONS: Sponsor acknowledges and agrees to comply with all local rules and regulations as defined in M. Bar R. 5, which can be viewed on our website at www.mebaroverseers.org.