UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION
STATE OF MAINE

Please note: Approved Providers must submit a non-refundable $50 application fee at time of application. Non-approved Providers must submit a non-refundable $60 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.

EFFECTIVE DATE 8/2/21: Fees are now required for all course applications, including those that charge no registration fee.

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. Credit Category (check one): ☐ Live ☐ Self-Study (On-Demand) 
   Note: If both then separate applications and fees are required.

6. Delivery method(s): ☐ faculty in room with participants; ☐ teleconference; ☐ live webcast; ☐ on-demand audio/video; ☐ Recorded replay with original presenter moderating; ☐ other __________________; 

7. Type of Law: 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 is available at www.mebaroverseers.org.