

MCLE FORM 3: Teaching CLE Activity Accreditation Application

Instructions: To expedite processing, please submit this form no later than 30 days after program date.

Use this form to apply for MCLE credit for teaching activities. Teaching activities are accredited at a ratio of two credit hours for each 60 minutes of actual instruction. If you prepared the written materials for your presentation, you may use MCLE Form 4 to apply for legal research/writing credit. See MCLE Rules 5.2 (a) and 6.2 and Regulation 5.100(a). You may claim attendance credit for any portion of a program that you attended but did not teach.

Name and address (Please print. This will be mailing label):	Bar #
	Phone
Program Sponsor's Name:	
Title of CLE Activity:	
Date(s) and Location(s) (city/state) of CLE Activity	
Is this a panel presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate total length of panel presentation (# of minutes):	
Is this a repeat presentation? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, was the presentation substantially updated? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:	Primary audience for this presentation: <input type="checkbox"/> Attorneys <input type="checkbox"/> Other _____ If the primary audience was nonlawyers, how did this teaching activity contribute to your professional education? (MCLE Rule 5.2(a)(5)).
Total number of minutes of actual instruction: _____ X 2	
This application will not be reviewed unless the following are enclosed: ✓ Course description from sponsor; ✓ Course schedule; and ✓ Sample of written materials you used and/or distributed to participants if applicable	
Active Member's Signature:	Date:

This form will be processed within 30 days of receipt in the MCLE Department.

OSB MCLE Office Use Only	
<input type="checkbox"/> Approved <input type="checkbox"/> Questioned	Date:
MCLE Dept.:	MCLE Credits: General:
Special Notations:	Ethics:
	A/J:
	General or Practical Skills:
	Total:

Make a copy of this form for your records and mail the original to:
Oregon State Bar MCLE, 16037 SW Upper Boones Ferry Rd., PO Box 231935, Tigard, OR 97281-1935
(503) 620-0222 X368 or 1-800-452-8260 X368