

**IN THE SUPREME COURT OF PUERTO RICO
CONTINUING LEGAL EDUCATION PROGRAM**

Rule 11(A) (Requirements for
Provider Applications)

No. 2006-2

RESOLUTION

San Juan, Puerto Rico, December 21, 2006

Rule 11(A) of the Rules of the Continuing Legal Education Program establishes the requirements for course approval applications submitted by providers. Subsection 11(A)(1) provides that the application must be submitted at least sixty days “prior to the date on which the course will be offered, unless the Board shortens this term for good cause.”

Likewise, under subsection 11(A)(2), the applications must include the information and attachments specified therein, including “copies of the materials to be distributed or shown to the participating law professionals.”

Said provision has sparked some doubts as to its scope and how it should be construed. In order to ensure the efficient operation of the approval process and to address the need to clarify some aspects of the application submission procedure, the Board, by virtue of its power to shorten the term established in subsection (2) of Rule 11(A), has decided to issue the following resolution:

1. Not less than 60 days prior to the date when the course will be offered, the provider must complete and submit the form “Application for Course Approval or Accreditation” and include all the information and attachments to accredit the following:
 - a. Title and general description of the course;
 - b. Location, date, and time;
 - c. Duration of the course, contact hours;
 - d. Time allotted for ethical or notarial aspects, where applicable;
 - e. *Detailed* outline of course contents: it must specify the content of the course with a description of the topics to be discussed and the identification of the applicable sources of law;
 - f. Name and professional credentials of teaching resources;
 - g. Description of materials to be delivered: list of any other material to be distributed at the activity, but that is not ready at the time the course approval is requested;
 - h. Course costs;
 - i. Draft of the brochure or notice of the course.

2. The materials to be distributed or shown to the law professionals must be submitted to the Program at least 30 days prior to the date on which the course will be offered.
3. If a course involves the distribution of case law, statutes, or regulations, the provider will not have to include copies of these; it will suffice if the application includes a list of the legal sources to be distributed.
4. The Executive Director of the Program is authorized to require additional materials or information to verify compliance with this Rule. The Executive Director may also establish the necessary formats and administrative standards to ensure compliance.

It was so agreed by the Board of the Continuing Legal Education Program and certified by the Executive Director.

(Sgd.)

Yanis Blanco Santiago
Executive Director