



Commonwealth of Puerto Rico  
 GENERAL COURT OF JUSTICE  
**Supreme Court of Puerto Rico**  
 Continuing Legal Education Program

**Uniform Application for Approval  
 of Continuing Legal Education**

**1. SPONSORING ORGANIZATION INFORMATION:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**2. TITLE OF THE EDUCATIONAL ACTIVITY:**

**3. DATE(S):**

**LOCATION(S):**

**4. COURSE  
 REGISTRATION PRICE:**

**5. WRITING SURFACE AVAILABLE:**  
 YES  NO

**6. METHODS OF PRESENTATION:**

- Faculty in room with participants  
 Interactive Video  
 Audio Presentation  
 Internet On-Demand (Interactive)  
 Telephone to Broadcast Site  
 Satellite  
 Videotape Presentation  
 Discussion leader present  
 Live Web Cast  
 Other: \_\_\_\_\_

**7. TYPE OF LAW CODE(S):** (Available for review: <https://www.clereg.org/lawClassifications.asp>)

1. \_\_\_\_\_ Additional Codes: (Optional) 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**DEGREE OF DIFFICULTY:**  Beginner  Intermediate  Advanced  All Levels

**8. ADVERTISED TO:**  Lawyers  Clients  Others: (Specify/Indicate %)

**9. LIST ANY ADMISION RESTRICTIONS:**

**10. IN-HOUSE ACTIVITY INFORMATION:** (See local Rule 12 for Applicability)

Open/Publicized to Outside Lawyers  NO  YES Outside are \_\_\_\_\_ % of Faculty & Clients \_\_\_\_\_ % of audience  
 If not open, please specify reason: \_\_\_\_\_

**11. METHOD OF EVALUATION:**  Participant Critique  Independent Evaluator  None  Other:

**12. WILL THE PARTICIPANTS HAVE THE OPPORTUNITY TO POSE QUESTIONS TO FACULTY?**  YES  NO

**13. MATERIALS DESCRIPTION:**

Total pages: \_\_\_\_\_  Loose leaf  Bound  Before Program  At Program  No materials supplied  Other:

**14. REQUIRED ATTACHMENTS FOR THIS APPLICATION:**

- a. Detailed outline of course contents c. Faculty description (professional credentials) e. Draft of the brochure or announcement of the course  
 b. Agenda, brochure, description d. Complete set of materials (at least 10 days prior to course)

**15. CREDITS REQUESTED: Indicate minutes of instruction not including breaks, meals or introductions:**

General/Substantive: \_\_\_\_\_  
 Ethics: \_\_\_\_\_  
 Notary: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Total: \_\_\_\_\_

**16. ACCREDITATION BY OTHER STATES:**

Granted: \_\_\_\_\_  
 Denied: \_\_\_\_\_

**17. SUBMITTED BY: Sponsor Representative**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**SPONSOR OBLIGATIONS:** Applications must be submitted forty five (45) days prior to the date of the course. With submittal of the application the sponsor acknowledges and agrees to comply with local rules as defined in Puerto Rico Rules of the CLE Program as amended by Resolution ER-2015-03. If approval is granted, providers must submit, within a period of 30 days after the course is offered, a certified list of attendance in the electronic format provided upon approval and pay a \$3 per credit-hour fee for each participant pursuant to Rule 11 (A) enclosed to the OAT Form 1419 Certification of Attendees and Fee for Approved Courses.

**MCL STATE NOTIFICATION OF ACCREDITATION**

To be completed by the MCLE State regulatory agency and returned to applicant:

Course ID Number: \_\_\_\_\_

The following action has been taken on this application:

- APPROVED** for a total of \_\_\_\_\_ CLE credits  
 Including \_\_\_\_\_ Notary credits  
 \_\_\_\_\_ Ethics credits
- NOT APPROVED**  
 (See comments below or additional information attached)
- RETURNED** for the request of additional information. Please complete each item on the form as indicated by the number circled below:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  
 Other: \_\_\_\_\_

**Regulator Comments:**

Sign: \_\_\_\_\_ Date \_\_\_\_\_

**All denied applications will be reviewed *de novo* automatically by the Curriculum Review Commission. The Commission shall resolve within 20 days following the Director's initial determination. The person who submitted the application can request an informal hearing, which shall be granted at the Commission's discretion.**