

Rule 4. Applying for Credit; Fees

A. Course Approval and Fee Information. No segment of any course shall be approved in more than one credit category. In applying for course approval, a sponsoring agency or lawyer shall submit to the Board an application for course approval (see Appendix I) and include the following:

- (1) Name and contact information from the sponsor;
- (2) Title of the program under consideration;
- (3) City and state where the program is held;
- (4) Names and credentials of the speakers, including those of persons designated to act as moderators for video or satellite programs;
- (5) Type of presentation;
- (6) Agenda or course schedule showing beginning and ending times of each session and the date(s) on which the program is presented;
- (7) For each segment of the course, credit may be requested in one of the following categories:
 - (a) standard, including professional development and law office management
 - (b) ethics and/or professional responsibility
 - (c) elimination of bias.

(8) Fees.

(a) A fee in the amount of \$35 shall be paid when an application for course approval is submitted by means other than through the Board's Online Attorney and Sponsor Integrated System (OASIS).

(b) A fee in the amount of \$20 shall be paid when an application for course approval is submitted electronically through the Board's Online Attorney and Sponsor Integrated System (OASIS).

(c) Fees for course approval may be subject to waiver under the provisions of Rule 3D(1).

(d) A fee is not required when submitting an application for either of the following types of courses meeting Rule 4 and Rule 5 requirements:

(i) a previously approved course that has been recorded and is replayed in its entirety with a live moderator present during the scheduled question and answer period of the program; or

(ii) a live course 60 minutes or less in duration.

B. Professional Responsibility or Ethics: General Treatment. Every application for course approval must include:

(1) A description of the general treatment of professional responsibility or ethical considerations; or

(2) An explanation of why professional responsibility or ethical considerations are not included.

C. Sanctions for Failure to Include Ethics. If, in the opinion of the Board, the general treatment of professional responsibility or legal ethics topics within courses approved as standard continuing legal education is inadequate without satisfactory explanation, the Board may refuse to grant full credit for all hours in attendance, impose a deduction from credit hours which would otherwise be granted, and in the case of persistent refusal to cover these topics, refuse to grant further credit for courses offered by the sponsor.

D. Law and Literature. A "law and literature course" that otherwise meets the course approval requirements set forth in Rule 5A will be approved for credit if the application for course approval includes the following:

- (1) A narrative describing the course learning goals and discussion topics.
- (2) Evidence that program registrants are instructed to read the designated literary text prior to attending the course.

No credit will be granted for the time that participants spend reading the designated literary text prior to attending the course.

E. Notice of Credit. The Board shall inform the sponsor or applicant of the number and type of credit hours granted or denied. This information will also be posted on the Board's Web site.

(Amended effective February 1, 2004; amended effective February 1, 2010; amended effective July 1, 2014; amended effective January 1, 2016; amended effective July 1, 2016.)