

Appendix I: COURSE APPROVAL FORM
MINNESOTA STATE BOARD OF CONTINUING LEGAL EDUCATION
180 E. 5th Street, Suite 950, St. Paul, Minnesota 55101
651-297-7100 www.mbcle.state.mn.us

The Rules of the Board of Continuing Legal Education are on the Board's website, and published in the Court Rules volume of the Minnesota Statutes.

Fee: Check one of the following:

_____ \$35 fee is enclosed. Rule 4A(8)

_____ No fee is required because the program is a video replay of a previously approved course.
 Rule 4A(8)(a)

_____ No fee is required because the program is 1 hour or less in length. Rule 4A(8)(b)

 Sponsor Name

 Street Address

 City

 State

 Zip Code

 Contact Person

 Email Address

 Telephone
 (area code)

Submitted by: Name _____ Check one: ___ course sponsor or ___ course participant

Describe the expected audience or target audience to which the program is being marketed (if known): _____

The course sponsor must maintain a list of Minnesota participants and make this list available to the Board upon request. See Rule 5A(7). If you are the course sponsor, do you agree to maintain a list of Minnesota participants and make it available to the Board upon request?

Yes _____

No _____

 Course Title

 Date(s) of course

 City and State course held

Check those which apply:

_____ live lecture

_____ in-house course (see Rule
 5(B))

_____ demonstration, role play, mock
 trial

_____ study tour

_____ videotape/film (must have
 live faculty member*)

_____ live teleconference

___ live satellite broadcast or webcast (question and answer participation)

You must attach the program agenda or course schedule. You must include the following information:

(1) Start and stop times for each course segment. Rule 4A(6)

(2) Names and brief description of the credentials of the speakers and faculty members, including those persons designated to act as moderators for video or satellite programs. Rule 4A(4).

(3) The type of CLE credit for which approval is sought for each segment of the course. Types of CLE Credit, include:

- Standard CLE (Rule 5A)
- Ethics CLE (Rule 2H, Rule 5A and Rule 6A)
- Elimination of Bias CLE (Rule 2G, Rule 5A and Rule 6B)
- Law Office Management CLE (Rule 5A and Rule 6C)
- Professional Development CLE (Rule 2T and Rule 5A)

(4) Optional: Course materials distributed to participants may, but are not required to be, submitted along with the application. Do not send voluminous materials.

Credit is awarded on the basis of one hour for each 60 minutes of actual classroom training.

When a course has been submitted for approval and not yet approved, sponsors must advertise credit as "applied for."

ETHICS OR PROFESSIONAL RESPONSIBILITY CONTENT: Check one of the following to describe the treatment of **ethics or professional responsibility** content in the program:

___ A portion of the program 30 minutes or more in length addresses **ethics or professional responsibility** and is marked as "ethics" on the attached program agenda. Rule 6A.

___ Ethics or professional responsibility concerns are addressed throughout the program but no distinct segment is 30 minutes or more in length. Rule 4B(1).

___ No portion of the program addresses ethics or professional responsibility. Attached is an explanation of why ethics or professional responsibility content is not present in this program. Rule 4B(2).

ELIMINATION OF BIAS EDUCATION: Check one of the following to indicate whether Elimination of Bias credit is requested for this program:

___ No credit for Elimination of Bias is sought. See attached narrative.

___ Elimination of Bias is sought and a narrative is attached.

CLE rule 6B describes course requirements for CLE on the "elimination of bias in the legal profession and in the practice of law." In order to be afforded "**elimination of bias**" credit, such courses or segments of courses must be at least 60 minutes in length. The course must focus on issues in the legal profession and in the practice of law and not on issues of bias in society in general. If elimination of bias credit is sought for some portion of this course, please do the following:

1. Review the "elimination of bias" goals listed below and the definition of elimination of bias course under Rule 2G and the requirements of Rule 6B;
2. Mark the segment or segments on the agenda that the sponsor believes fulfill these requirements; and
3. Attach a brief written narrative describing how the course segment or segments meet one or more of the "Learning Goals for Minnesota Elimination of Bias Courses" listed below.

Please note that courses or segments of courses may address ethics and elimination of bias topics. A sponsor may seek credit in one category or the other, but a course or segment will not be accredited in both categories simultaneously. The Board will determine in which category credit will be granted, based upon the course description and the sponsor's narrative.

LEARNING GOALS FOR MINNESOTA ELIMINATION OF BIAS COURSES

Courses accredited as "elimination of bias" must be at least **60 continuous minutes in duration**, must be directly related to the practice of law, must meet all other requirements of Rule 5 of the CLE rules and must be designed to meet one or more of the following goals:

1. to educate lawyers about the elimination of bias or prejudice in the legal profession, in the practice of law, and/or in the administration of justice;
2. to educate lawyers regarding barriers to hiring, retention, promotion, professional development and full participation of lawyers of color, women, and those persons referenced in the "course in the elimination of bias in the legal profession and in the practice of law" definition (Rule 2I) of the CLE rules, both in the public and private sector of the legal profession and in the practice of law; or
3. to educate lawyers about the problems identified in the Supreme Court's Race Bias and Gender Fairness Task Force Reports, as well as in other studies, reports or treatises which describe bias and prejudice in the legal profession, in the practice of law, and/or in the administration of justice.

Yes _____ No _____ If the application is seeking elimination of bias credit, I have attached a narrative explanation describing how the elimination of bias learning goals are met and how the program focuses on elimination of bias in the legal profession and not merely elimination of bias in society in general.

LAW AND LITERATURE

Yes _____ No _____ This law and literature course is accompanied by documentation on Rule 4D.

Yes _____ No _____ This law and literature course was designed to meet the standard CLE requirements set forth in Rule 5A.

(Amended effective February 12, 2004; amended effective February 1, 2010.)