301 SW 10th Ave.
Topeka, KS 66612
Phone: (785) 368-8201
www.kscle.gov

File within 30 days of activity.

Providers: *This form, timed agenda, and the application fee required by Rule 805a, must be mailed to the street address. Contact our office for instructions to set up a provider portal for online payments.*

Application for Approval of Prerecorded Programming Courses

Application will <u>not</u> be accepted by individual attorneys.

Provider Information:

Organization:_____

Contact Name:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____Email:_____

Website:_____

Program Information

Title of Course: _____

Original Date(s) of Course: _____

Approval Dates (maximum of one year)_____

   i.e. *April 15, 2023 through April 14, 2024 - these are the dates that the program will appear on our system as approved.*

Check All Prerecorded Formats available (a separate activity number will be issued for each format):

Audio   Video

Technology & Verification

Are you able to monitor log on/log off times?	Yes	No
Is there a form of attendance tracking used?	Yes	No
Are instructional materials distributed before, or at, the program (Rule 805(c)4)?	Yes	No
Is an evaluation distributed for the program?	Yes	No

Calculate Hours:

Total minutes of instruction available_____divided by 50 minutes equal _____hrs. This program includes_____minutes of ethics and professionalism and _____minutes of law practice management credit.

Provider acknowledges and agrees to comply with all CLE Rules and Regulations, has reviewed the Guidelines for Prerecorded Programming, and certifies that the above information (including attachments) is true.

_____

Provider Representative, Title   Signature   Date