



• 301 SW 10<sup>th</sup> Ave.  
• Topeka, KS 66612  
• Phone: (785) 368-8201  
• [www.kscle.gov](http://www.kscle.gov)

***File within 30 days of activity.***

***This form can be emailed to:  
[kscle@kscourts.gov](mailto:kscle@kscourts.gov) for review.***

## Teaching Credit Application

Make sure your information is accurate. This form will serve as the affidavit for your participation. Hours will be added directly to your Kansas CLE transcript unless there are modifications to the credit requested.

Attorney: \_\_\_\_\_ Kansas Supreme Court Number: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Kansas Activity (Approval) Number\* \_\_\_\_\_ (\*Program must be approved in Kansas to be eligible for teaching credit. If this program is not already approved, please complete and attach the Application for Approval of CLE Activity and timed agenda. If you know the program has been approved, but do not know the approval number, you may leave this unfilled.)

CLE Activity Sponsor: \_\_\_\_\_

Title of CLE Activity: \_\_\_\_\_

Title of Presentation Segment: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Location of Presentation/Online: \_\_\_\_\_

*Number of minutes of actual presentation:*

CLE \_\_\_\_\_ incl. \_\_\_\_\_ Ethics, Professionalism and/or \_\_\_\_\_ Law Practice Mgmt

Number of minutes spent in preparation for teaching this course: \_\_\_\_\_

*Additional hours spent attending (Time NOT spent teaching - attendance time should be on THIS form):*

CLE \_\_\_\_\_ incl. \_\_\_\_\_ Ethics, Professionalism and/or \_\_\_\_\_ Law Practice Mgmt

## Affidavit

Kansas CLE will enter the approved hours directly in your Kansas CLE transcript based on the information on this form. Allow 30 days for processing.

**Please check your MyKSCLE account online to verify credits entered.**

Kansas attorneys and judges may claim up to the maximum number of CLE credit(s) earned for teaching/attendance by executing and returning this ENTIRE form to Kansas CLE. This credit will not be entered into your Kansas CLE transcript unless your name and Kansas Supreme Court number are PRINTED CLEARLY and your signature appears in the spaces below.

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date