

**SUPREME COURT OF ARKANSAS
ARKANSAS CONTINUING LEGAL EDUCATION BOARD
FORMS AND INSTRUCTIONS
ACTIVITIES CONDUCTED IN ARKANSAS**

This site provides all forms you may need for approval of activities, and to report attendance of attorneys. Photocopy or download the forms as necessary.

REQUESTS FOR APPROVAL OF ACTIVITIES

Submit the form titled **APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY**(CLE2). Your application should be sent to this office 45 days in advance of the scheduled activity if you require pre-approval. However, an activity can be approved before or after it is conducted. It is not necessary to send all written materials in connection with the application. We **do not** require an application fee.

REPORTING ATTENDANCE OF ATTORNEYS OR SPEAKERS

As sponsor, it will be your responsibility to report attendance of attorneys. For this purpose, see the sample **ARKANSAS CERTIFICATE OF ATTENDANCE FORM** (CLE3). It will be necessary for you to insert different times and content for each activity; this form is for guidance only. Any certificate of attendance form you submit to this office **must**: be signed by the Arkansas attorney; contain the attorney's Arkansas Supreme Court Registration Number; be in alphabetical order; show the number of hours claimed by the attorney (based on a 60 minute hour); and, be signed by a sponsor representative.

Collect certificates of attendance from Arkansas attorneys and send them to this office within 15 days after the activity.

Also shown is a form titled **SPONSOR'S CERTIFIED LIST OF REGISTRANTS** (CLE4). You can sign this individual document, and attach it to the certificates of attendance, instead of signing all of the certificates of attendance.

Enhanced credit may be available for Arkansas attorneys who conduct portions of CLE activities. Complete the **REQUEST FOR CLE CREDIT BY A SPEAKER** (CLE5). The speaker's certificates should be **segregated** from the other certificates of attendance you submit. The speaker can also claim credit for additional hours he or she may acquire by attending other portions of the activity.

Our rules **require** that activities be subject to evaluation. You should use the format provided in the **SAMPLE EVALUATION FORM** (CLE6), as a guide for preparing a form for use with each activity. You are free to expand the evaluation form. Do **not** send evaluation forms in after the activity. Rather, keep them available for future review by this office.