



MCLE FORM 3: Teaching CLE Activity Accreditation Application | Pre-1/1/2011

Instructions: To expedite processing, please submit this form no later than 30 days after program date.

Use this form to apply for MCLE credit for teaching activities, including those that involve the preparation of written course materials or law school classes. Teaching activities are accredited at a ratio of four credit hours for each 60 minutes of actual instruction if the presentation includes preparation of written materials, or at a ratio of two credit hours for each sixty minutes of actual instruction if the presentation does not include written materials. See MCLE Rule 5.2 (c)(1) and (2) and Regulation 5.100(a). You may claim attendance credit for any portion of a program that you attended but did not teach.

Name and address (Please print. This will be mailing label):	Bar #
	Phone
Program Sponsor's Name:	
Title of CLE Activity:	
Date(s) and Location(s) (city/state) of CLE Activity	
Is this a panel presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate total length of panel presentation (# of minutes):	
Is this a repeat presentation? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, was the presentation substantially updated? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:	
Total number of minutes of actual instruction: _____ X 4 (if you prepared written materials) _____ X 2 (if you did not prepare written materials)	
This application will not be reviewed unless the following are enclosed: ✓ Course description from sponsor; ✓ Course schedule; and ✓ Sample of written materials you used and/or distributed to participants if applicable	
Active Member's Signature:	Date:

This form will be processed within 30 days of receipt in the MCLE Department.

OSB MCLE Office Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Questioned	Date:	MCLE Credits: General:
MCLE Dept.:		Ethics:
Special Notations:		A/J:
		General or Practical Skills:
		Total:

Make a copy of this form for your records and mail the original to:
Oregon State Bar MCLE, 16037 SW Upper Boones Ferry Rd., PO Box 231935, Tigard, OR 97281-1935
(503) 620-0222 X368 or 1-800-452-8260 X368