

**Appendix IB: COURSE ACCREDITATION FORM**  
 (For On-Demand courses)  
**MINNESOTA STATE BOARD OF CONTINUING LEGAL EDUCATION**  
 180 E. 5<sup>th</sup> Street, Suite 950, St. Paul, Minnesota 55101  
 651-297-7100 | [www.cle.mn.gov](http://www.cle.mn.gov) | email: [clestaff@mbcle.state.mn.us](mailto:clestaff@mbcle.state.mn.us)

**Please Note:** *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. Credit is awarded on the basis of one hour for each 60 minutes of actual classroom training. **When a course has been submitted for accreditation and not yet approved, sponsors must advertise credit as "applied for."***

**Fee:** Rule 4A(8) requires that \$35 fee must accompany this application. On-Demand courses as defined by Rule 2R and as described in Rule 6D do not qualify for fee exemption. **Please note that per Rule 6D(4), the course must be approved prior to viewing the course. The approval period is 24 months following the date of approval.**

\_\_\_\_\_ \$35 fee is enclosed.

**Sponsor Information**

<i>Sponsor Name</i>		
<i>Sponsor Address (street, city, state, zip)</i>		
<i>Contact Person's Name</i>	<i>Contact Email Address</i>	<i>Contact Phone Number</i>

**Submitter Information**

Check one: <input type="checkbox"/> course sponsor <input type="checkbox"/> course participant.		
<i>Provide Submitter's Name:</i>		
<i>If submitter is course participant, please provide →</i>	<i>Attorney ID #</i>	<i>Email Address:</i>

**Course Information**

<i>Course Title</i>
<i>Describe the expected audience or target audience to which the program is being marketed (if known):</i>

**CLE Rule 5A(7) requires that course sponsors shall maintain a list of Minnesota participants for review, upon request.** 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 \_\_\_\_\_

**ON-DEMAND COURSES**

An On-Demand Course, as defined by Rule 2R, is "archived CLE programming that meets all the requirements of Rule 5A and is available to participants any time." Before applying for credit for On-Demand Courses, sponsors should review Rule 6D.

Yes \_\_\_\_\_ No \_\_\_\_\_ The course sponsor agrees to have one or more faculty members accessible to all participants via electronic or other means through the 24-month period during which the program is approved.  
 Yes \_\_\_\_\_ No \_\_\_\_\_ The course meets all other requirements of Rules 2, 5, & 6.

Delivery Method (check one):     web-based     audio tape     videotape / DVD     podcast     other \_\_\_\_\_

**You must include the following information. [Do not send voluminous materials. Do not staple.]**

- (1) Start and stop times and brief description of subject matter for each course segment (a timed agenda). Rule 4A(6)
- (2) Names and brief description of the credentials of the speakers and faculty members.
- (3) The type of CLE credit for which approval is sought for each segment of the course. Types of CLE Credit include:
  - Standard CLE, including professional development and law office management (Rule 5A, Rule 2T, and Rule 2Y)
  - Ethics CLE (Rule 2F, Rule 5A and Rule 6A)
  - Elimination of Bias CLE (Rule 2G, Rule 5A, and Rule 6B)

**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 CONTENT:** 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.
- Elimination of Bias credit 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.