

**KENTUCKY BAR ASSOCIATION
RULES OF THE SUPREME COURT OF KENTUCKY**

PRACTICE OF LAW

SCR 3.665 Procedure for accreditation of continuing legal education activities and obligations of sponsors

(1) Educational activities may be approved for credit upon application to the Commission. Application for accreditation may be made by a member or former member without involving the sponsor, or application for accreditation may be made by an activity sponsor. Application for accreditation shall be made to the Director not less than thirty (30) days in advance of the scheduled date of the activity. Sponsors failing to submit the application for accreditation as set forth in this rule shall result in an application fee double the amount set forth in Rule 3.665(2)(a)-(c). It is the obligation of the attorney seeking credit to ensure the activity has been approved. Completion of a non-accredited activity shall be at the risk of the attorney.

(2) Application for accreditation of continuing legal education activities shall be made by members, former members or activity sponsors using forms provided by the Association or using uniform applications adopted by the Association. Applications must provide all information required by the form in order to be reviewed. All applications shall be accompanied by the appropriate application fee as follows:

(a) Applications submitted by sponsors for activities greater than two hours in length-\$50.00 per activity. Activities repeated on different dates or at different locations are separate activities and require separate applications and separate fees.

(b) Applications submitted by sponsors for activities two hours or less in length-\$20.00 per activity. Activities repeated on different dates or at different locations are separate activities and require separate applications and separate fees.

(c) Applications submitted by members or former members, regardless of length of activity-\$20.00. Each separate activity submitted for accreditation is a separate application requiring a separate fee.

(3) To receive accreditation the application must include evidence that the activity for which accreditation is sought will meet the standards set forth in Rule 3.662.

(4) Activity sponsors which apply for accreditation and receive approval prior to the activity may announce in advertising materials, "This activity has been approved by the Kentucky Bar Association Continuing Legal Education Commission for a maximum of XX.XX credits, including XX.XX ethics credits." Sponsors which have made application for accreditation of activities which have not yet been approved may announce in advertising materials, "Application for approval of this activity for a maximum of XX.XX credits, including XX.XX ethics credits, is PENDING before the Kentucky Bar Association Continuing Legal Education Commission." Sponsors may not advertise accreditation if accreditation has not been granted by the Commission and notice of such accreditation received by sponsor.

(5) Technologically transmitted activities produced from live programs or studio productions must be accredited separately from the live or studio activity from which they are produced and applications for accreditation must include a copy of the tape or other instructions for prior access to the activity by the Commission for evaluation purposes in addition to other information as required by the application provided by the Association.

(6) Sponsors of accredited activities shall comply with the obligations and requirements set forth below.

(a) Ensure that all education activities comply with Rule 3.662.

(b) Permit Commission members and staff or one designee to monitor without payment of registration or other fees, any approved activity.

(c) Utilize the activity code provided by the Kentucky Bar Association in its notification of accreditation in identifying the activity in all correspondence regarding the activity and provide the activity code to members for use in reporting their credits.

(d) Provide to each Kentucky attorney completing an approved activity an Association approved credit reporting card and activity code. Credit reporting cards and activity numbers shall be made available to sponsors upon request from the Association for use at approved activities.

(e) Collect credit reporting cards from Kentucky attorneys and submit to the Commission all cards received within thirty (30) days of completion of the program. Failure to submit completed credit reporting cards within thirty (30) days of the activity shall be accompanied by a late filing fee from the sponsor of \$10.00 per card or certificate. Submit all attendance cards or certificates for activities held during the month of June not later than July 10th, immediately following the end of the educational year on June 30th. For programs held during June this provision of the rule supersedes the thirty (30) day submission provided above. Failure to submit cards or certificates pursuant to this schedule will result in the sponsor's obligation to pay a late filing fee of \$10 per card or certificate.

(f) Sponsors may submit member activity certifications to the Director as required by SCR 3.661(2), via electronic means so long as the sponsor maintains the member's original certification, or copy thereof, of the completion of the activity on file for two (2) subsequent educational years following the year in which the activity was completed.

HISTORY: Amended by Order 2005-10, eff. 1-1-06; prior amendments eff. 1-1-04 (Order 2003-4), 2-1-00 (Order 99-1), 3-1-98 (Order 97-3), 1-1-97 (Order 96-1), 9-1-93, 8-1-92, 11-15-91; adopted eff. 9-15-90