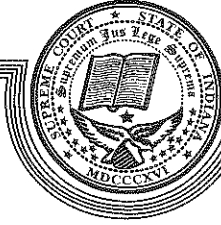


STATE OF INDIANA

SUPREME COURT INDIANA COMMISSION FOR CONTINUING LEGAL EDUCATION



www.in.gov/judiciary/cle

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February 24, 2016

Simcha Dornbush
Director of CLE
National Academy of CLE
60 Hempstead Ave., Suite 613
West Hempstead, NY 11552

Re: Approved CLE Sponsor Status, Sponsor **106648 (Please use this number in all correspondence)**

Dear Simcha Dornbush :

The full Commission considered the Applicant's Indiana Commission for Continuing Legal Education records at its October meeting and granted it approved sponsor status. Approved Sponsors enjoy the presumption of approval of their courses with the exception of distance education and in-house courses, and need to apply for accreditation in very limited circumstances however, the Commission would still need timed agendas for all courses. Please familiarize yourself with all accreditation aspects of Admission and Discipline Rule 29, particularly the Guidelines on Accreditation.

The purpose of this letter, other than to welcome the Applicant to our list of approved sponsors, is to anticipate questions you may have about your responsibilities. Indiana CLE is governed by Indiana Admission and Discipline Rule 29, which can be accessed from our web site at www.in.gov/judiciary/cle/. Please take the time to read the Rule carefully, and note those areas that affect you as an Indiana CLE provider. In some cases described below, the Commission will require an application, even from our approved sponsors. **ALL CORRESPONDENCE SHOULD INCLUDE YOUR INDIANA SPONSOR NUMBER.**

Course notification. Approved sponsors should notify the Commission of courses at least thirty days in advance of the program including length of program, full title and summary, if available. **Courses must meet the requirements of Admission and Discipline Rule 29, particularly the accreditation standards of Guideline 3 of the Rule.** Any attendance restriction must have a *bona fide* educational objective.

Attendance Reporting. Please report attendance of Indiana attorneys seeking credit as follows: Include the complete name of the attorney, Indiana attorney number, number of minutes of general CLE minutes attended, and number of minutes of ethics CLE attended and course number, if known. Please include a course agenda, speaker bios, and the date, time and place of the course, if not previously provided. **Attendance reported more than 30 days**

after a program must include a late processing fee of \$25.00. Many sponsors are reporting attendance electronically. Please contact Katie Wilson at Katie.wilson@courts.in.gov to receive instructions for electronic attendance reporting.

Applications for Accreditation. Note the presumption of course approval applies only in the case of traditional courses that are substantively legal and have attorneys as the target audience. **Applications for non-traditional course accreditation are *always* required 30 days before a course is presented. The fee for processing late applications and attendance reports is \$25.00.**

Ethics. Indiana attorneys have a professional responsibility (“ethics”) education requirement. Indiana attorneys must report three hours of ethics during each three-year educational period. The ethics portion of a course would ideally include reference to an applicable opinion and/or Rule of Professional Responsibility. The content should be directed to the ethics of attorneys as opposed to the ethical or moral behavior of other professionals or of people in general. Although ethics can be integrated into the program (as opposed to a freestanding, single-issue program), it still *must appear as a separate agenda item and must be at least thirty minutes in duration to be counted*. Please highlight any session for which you are requesting ethics credit. Sponsors must separately certify attorney ethics credits on the sponsor’s attendance reports.

Distance Education Courses. Distance Education courses are non-traditional courses. Indiana attorneys may report distance education credits up to 6 hours per three-year education period. Courses must be interactive and must have a video and/or audio component. Sponsors must provide the Commission access to the course, *continually monitor* attendance (via PIN, test or other random prompts throughout the course, not just record a start and stop time) and report attendance to the Commission. Also, please note that NLS credit (see below) is not available via distance education. Note an application for accreditation of a distance-learning course must be made at least 30 days before the course is “attended” for credit. Courses are approved for one year. We ask that sponsors advise Indiana attorneys they are limited to 6 hours of CLE via Distance education per three year education period.

Non-Legal Subject Matter (“NLS”) Courses. NLS Courses are non-traditional courses. NLS courses are those that enhance an attorney’s competence in his or her individual practice but are not substantively legal in nature. Please note that NLS credit is NOT available for distance education courses or for in-house courses. Even approved sponsors must apply for NLS accreditation on a course-by-course basis. Attorneys can accumulate a maximum of 12 hours toward the three-year 36-hour requirement with NLS courses. Occasionally the Commission will reward NLS credit for a course a sponsor believes should be traditional CLE.

Law Firm Management Courses. Law firm management courses may be accredited as NLS courses. They must deal with law firm management as opposed to office management in general and must be directed to attorneys or law office administrators to be accredited.

(1) An ethics concentrated law firm management course may be accredited as CLE if it has a concentration on trust accounting, ethical client contact, and ethical use of staff and resources. Any portion of a course dealing with marketing of services or profit enhancement will be denied credit.

(2) Other law firm management courses might be accredited as NLS courses. Again, any portion of the course dealing with marketing or profit enhancement will be denied credit.

Self-Study Activities. The Commission denies accreditation for self-study or any activity that is not interactive and where attendance is not monitored by the sponsor at the time the attorney takes the course.

Speaking Credit. The sponsor need only report the number of minutes a speaker presented. Speaker credit is then awarded in the amount of four hours for every one hour spent in presentation. Attorneys or Judges will not receive credit for acting as a speaker, lecturer or panelist at a program directed to non-attorneys.

Contributing Author Credit. The Rule allows an attorney who prepares materials actually used by another who makes the presentation to receive one hour of credit for every four hours spent in preparation up to a maximum of six hours per course.

Partial Accreditation. The Rule requires an applicant to sufficiently identify those portions of a seminar that should be accredited. It is the duty of an applicant to apply separately for accreditation of the legal portions of a seminar, where the substance of a seminar is not entirely legal. The Commission may deny accreditation for an entire program where separate application is not made and where a significant portion of the program is not substantively legal. If you are unsure whether a course should be accredited under the Indiana Rule, you should complete the "Application for Accreditation of Continuing Legal Education Activity," and identify those topics for which you request accreditation.

Internet Skills Courses, Computer Skills Courses. The Commission must pre-approve any Internet Skills or Computer Skills Course. The Commission generally will not grant accreditation for courses or portions of courses dealing with: choice of hardware/software; surfing the net; building a web page; or listing available research sources. CLE credit will generally be allowed for: first amendment issues; copyright issues; intellectual property issues; privacy issues; and computer law issues. CLE credit might also be available for leading the attendees through substantive legal "searches." Non legal portions of an internet skills course or computer skills course might be allowed for NLS credit.

Miscellaneous. The Commission denies accreditation for business meetings, legislative, lobbying or other lawmaking activities.

If you have any questions about this letter, the rule, or any course you wish to conduct, please do not hesitate to call.

Sincerely,
Indiana Commission for Continuing Legal Education