Cosponsored CLE Programs Request for Approval Form
Request to the Standing Committee on Continuing Legal Education for Approval of a CLE Program
Cosponsored with a Non-ABA Entity

DATE OF REQUEST:

REQUESTED BY:
Include name, phone and e-mail address.

ABA ENTITY COSPONSORING PROGRAM:

OUTSIDE COSPONSOR’S NAME:

OUTSIDE COSPONSOR’S ADDRESS, WEBSITE AND PHONE NUMBER:

CONTACT PERSON FOR OUTSIDE COSPONSOR:

Note: If this cosponsor is a commercial entity, please be aware that you must comply with the ABA-wide policies and procedures for sponsorships with commercial entities. (See current “Green Book.”) If your cosponsor is a commercial entity, please have the arrangements and contracts reviewed by the General Counsel’s Office before submitting this request to the Standing Committee on Continuing Legal Education.

IS YOUR COSPONSOR A COMMERCIAL ENTITY?

IF YES, HAS THE ARRANGEMENT BEEN APPROVED BY THE GENERAL COUNSEL’S OFFICE?

PROGRAM TITLE:

PROGRAM DATE(S):

PROGRAM LOCATION OR FORMAT:
If program is not in person, please list format i.e. webinar.

BRIEF DESCRIPTION OF PROGRAM:

Please answer the following questions:

1. The entity applying for MCLE accreditation is:

2. Explain how the proposed program/activity significantly advances the purposes of the ABA and one or more ABA goals or objectives or otherwise provides identifiable benefits to the ABA, its members and/or the public in furtherance of ABA purposes and/or goals. (If this is a request for ABA cosponsorship of a program in which the ABA’s participation and responsibility in planning and implementation is only minimal, please explain in detail the identifiable benefits you see this cosponsorship providing to the ABA as a whole. The ABA will not apply for MCLE accreditation of a program in which the ABA’s participation and responsibility in planning and implementation is only minimal.)

3. Explain how the ABA and the other organization each have significant and meaningful participation in and responsibility for the planning and implementation of the program/activity and
any resultant publication or printed work product. (If the ABA will be responsible for seeking MCLE accreditation the ABA must take the lead role in delineating program content, identifying speakers, determining the program agenda, insuring the quality of support materials, and handling attendance monitoring and verification. The ABA may have a more limited role in program marketing and logistics including facilities arrangements and attendee registration.)

4. Can you assure the Standing Committee that the program/activity will not result in policy statements which could be attributable to the ABA without prior approval of the ABA House of Delegates or the Board of Governors or which would be in conflict with any existing ABA policy?

5. Is this program likely to expose the ABA to liability for unanticipated expenses and/or net losses? Please attach a copy of the program budget, or explain the financial arrangements.

6. Diversity

The ABA expects all CLE programs sponsored or co-sponsored by the ABA to meet the aspirations of Goal III by having the faculty include members of diverse groups as defined by Goal III (racial or ethnic minorities, gender, sexual orientation, gender identity, and disability). This policy applies to individual CLE programs whose faculty consists of three or more panel participants, including the moderator. Individual programs with faculty of three or four panel participants, including the moderator, will require at least 1 diverse member; individual programs with faculty of five to eight panel participants, including the moderator, will require at least 2 diverse members; and individual programs with faculty of nine or more panel participants, including the moderator, will require at least 3 diverse members. The ABA will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted.

Every panel must meet the diversity policy.

The individual or individuals filling out the information on this proposal form certifies that the program proposed meets the ABA’s Diversity Policy: ___ Yes ____ No

If No, and you feel you cannot meet the Policy, you may request an exemption from the Standing Committee on CLE and you will have to explain why you cannot meet the Policy. Would you like to do that? ___ Yes ___ N/A

a) Describe the efforts taken to ensure a diverse faculty.

b) Please check the resources used below to establish a diversified panel:

☐ Center for Racial and Ethnic Diversity
☐ Commission on Racial and Ethnic Diversity in the Profession
☐ Council on Racial and Ethnic Justice
☐ Presidential Advisory Council on Diversity in the Profession
☐ Commission on Disability Rights
☐ Commission on Sexual Orientation and Gender Identity
☐ Commission on Women
☐ Other:
If you are having difficulty recruiting a diverse faculty, you might like to try some strategies others have used successfully:

- Ask the people you usually ask to participate in programs if they have minorities, women, persons with disabilities, and persons of differing sexual orientations and gender identities in the same area of expertise. Keep these names as a starting point for your next program.

- Ask the entities listed below for assistance:
  - Center for Racial and Ethnic Diversity
    - Commission on Racial and Ethnic Diversity in the Profession
    - Council on Racial and Ethnic Justice
    - Presidential Advisory Council on Diversity in the Profession
  - Commission on Disability Rights
  - Commission on Sexual Orientation and Gender Identity
  - Commission on Women in the Profession

- Invite national or local minority bar associations to co-sponsor your program. Not only will they have an interest in attending your CLE program, they might also be able to provide suggestions for speakers.

7. Please give the name, telephone number and e-mail address of the person we can contact if we have questions regarding the program.

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*Please e-mail the completed request to CLE Cosponsorships at cle-external-cosp@americanbar.org. Requests must be submitted by ABA staff.*

(Revised 11-13)
ABA POLICY FOR CLE PROGRAMS COSPONSORED WITH NON-ABA ENTITIES

During the initial planning stages of a program, a Request for Approval Form shall be filed by the ABA entity with the Standing Committee on Continuing Legal Education, and a copy of such request shall be sent to the Board of Governors.

The Standing Committee shall review such applications and, no later than two weeks after receipt of the copy of the written request, shall make its determination with respect to whether such request should be granted. A copy of such determination shall be sent by the Standing Committee to the entity requesting cosponsorship and to the Board of Governors. Such review shall be based upon the guidelines:

(i) The program/activity significantly advances the purposes of the ABA and one or more ABA goals or objectives or otherwise provides identifiable benefits to the ABA, its members and/or the public in furtherance of ABA purposes and/or goals.
(ii) The ABA and the other organization each have significant and meaningful participation in and responsibility for the planning and implementation of the program/activity and any resultant publication or printed work product.
(iii) The program/activity will not result in policy statements which could be attributable to the ABA without prior approval of the ABA House of Delegates or the Board of Governors or which would be in conflict with any existing ABA policy.
(iv) The program/activity budget is fiscally sound and is not likely to expose the ABA to liability for unanticipated expenses and/or net losses.
(v) The ABA entity and non-ABA entity will develop the programming in the spirit of the ABA’s Goal III and these entities will conduct appropriate and ongoing outreach to identify and include qualified presenters who reflect the wide and rich diversity of the legal profession.
(vi) Any arrangement with online CLE providers, vendors, or other non-ABA entities that may deliver CLE on behalf of the ABA and its entities using the Internet or other technology requires the Standing Committee on CLE, in conjunction with the General Counsel, to review and approve the overall arrangement to insure that the Association’s objectives and goals are met and that MCLE requirements are satisfied in order that the Association remains in good standing with state regulators.
(vii) Any advertising of a CLE program sponsored by an outside entity on the ABA website or in ABA publications should be marked clearly as an advertisement or placed in a section that is delineated as advertising in such a fashion that a reasonable person would be able to discern that the program is not an ABA course and is simply being advertised through the ABA website or publication.

Cosponsorship of programs/activities with other organizations which is consistent with these guidelines may be permitted with prior Standing Committee on Continuing Legal Education approval. Requests for ABA cosponsorship of programs/activities in which the ABA’s participation and responsibility in planning and implementation is only minimal, but which provide identifiable benefits to the ABA, will be given serious consideration by the Committee.

If the Standing Committee does not approve the request, the entity requesting cosponsorship may appeal such determination to the Board of Governors, which shall, as soon as practical, accept or reject the request for cosponsorship.