

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

PRACTICE OF LAW

SCR 3.660 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.
- (2) Application for accreditation of continuing legal education activities shall be made by members, former members or activity sponsors using forms provided by the Commission or using uniform applications adopted by the Commission. Applications must provide all information required by the form in order to be reviewed. All applications shall be accompanied by an application fee, as determined by the Commission.
- (3) Activity sponsors that 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 who have made application for accreditation of activities that 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 the sponsor.
- (4) Technologically transmitted activities produced from live programs or studio productions must be accredited separately from the live or studio activity from which they were produced.
- (5) Sponsors of accredited activities shall comply with the obligations and requirements set forth below.
 - (a) Ensure that all education activities comply with SCR 3.650.
 - (b) Permit Commission members and staff or their designees 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 credits.
 - (d) Provide to each Kentucky attorney completing an approved activity a Commission approved credit reporting form and activity code. Credit reporting forms and activity numbers shall be made available to sponsors upon request from the Commission for use at approved activities.
 - (e) Collect credit reporting forms from Kentucky attorneys and submit to the Commission all forms received within 30 days of completion of the program. Failure to submit completed credit reporting forms within 30 days of the activity shall be accompanied by a late filing fee from the sponsor of \$10.00 per form or certificate. Submit all attendance forms or certificates for activities held during the month of June no 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 30 day submission deadline provided above.

(f) Sponsors may submit member activity certifications to the Director of CLE as required by SCR 3.645(2), via electronic means so long as the sponsor maintains the member's original certification, or a copy thereof, on file for 2 subsequent educational years following the year in which the activity was completed.

HISTORY: Amended by Order 2017-18, eff. 1-1-2018; adopted by Order 2013-12, eff. 1-1-2014