



Mandatory Continuing Legal Education (MCLE) Application for Teaching Credit

Idaho State Bar • PO Box 895 • Boise, Idaho 83701 • (208) 334-4500 • Fax (208) 334-2764 • kwilson@isb.idaho.gov

Submit one application per course. A copy of the course schedule showing the topics taught and specifying whether or not the attorney taught alone or in a panel must be included with the application. Applications are to be submitted by Idaho State Bar members after the course is completed.

Applicant	Name and Address			
	ISB #			
	Phone		Email	

Course Provider	Name and Address	
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Course Title	
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Date(s) and Location(s) of Course		
	<input type="checkbox"/> \$15 Late Fee Included	The late fee must be included with applications received more than 90 days after date taught.

Course Approval Status	(check one)	If a course has not been approved a separate application is not required, but the course schedule submitted with this application must include a full time breakdown and detailed description of the legal topics covered.
	<input type="checkbox"/> The course is approved for Idaho MCLE credit. ISB Course Number _____ <input type="checkbox"/> The course has not been approved for Idaho MCLE credit.	

Instruction Hours	Hours Taught	Taught Alone or in a Panel	# in Panel	Include a complete course schedule showing the topics taught and specifying whether or not applicant taught alone or in a panel. Teaching credit is calculated by multiplying the time spent teaching attorneys by three and dividing by the number of instructors. If the course is primarily directed to nonlawyers, applicants will receive one credit per hour of teaching.
		<input type="checkbox"/> Alone <input type="checkbox"/> Panel		
		<input type="checkbox"/> Alone <input type="checkbox"/> Panel		
		<input type="checkbox"/> Alone <input type="checkbox"/> Panel		

Attendance Hours	(check one)	Indicate time spent attending the course outside the time spent teaching. For partial attendance, indicate the additional hours by highlighting/marketing the sessions attended on the course schedule.
	<input type="checkbox"/> Attended entire course.	
	<input type="checkbox"/> Attended an additional _____ hours.	
<input type="checkbox"/> Did not attend any additional hours.		

Additional Course Information	Were you directly compensated for teaching this course other than as an honorarium or for expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of Attorneys in Attendance	<input type="checkbox"/> Less than 3 <input type="checkbox"/> 3 or more
	Program's Primary Target Group (lawyers, accountants, physicians, etc.)	

Application for Teaching Credit Additional Information

Teaching Credits

- ▶ With the following exceptions, an attorney who teaches an Idaho MCLE approved course may receive three (3) credit hours for each hour of teaching.
 - No credit will be given for the following:
 - Preparation time.
 - Time spent in introductory remarks, coffee and food breaks, business meetings, or other activities that do not involve educational aspects of the course.
 - Presentations by attorneys that include the promotion of goods or services.
 - Courses for which the attorney is directly compensated other than as an honorarium or for expenses.
 - Courses included in the curriculum of a college or university undergraduate degree program.
 - Courses on marketing, client cultivation, general time management or stress reduction, computer training that is not specific to attorneys or general business topics.
 - An attorney who teaches a course that meets the Idaho MCLE accreditation standards that is directed primarily to nonlawyers shall receive only one (1) credit hour for each hour of teaching.
 - For panel presentations, credit shall be calculated by multiplying the course hours by three (3) and dividing by the number of panel members.

Course Schedule

- ▶ A copy of the course schedule showing the topics taught by the attorney and specifying whether or not the attorney taught alone or in a panel must be included with the application.
- ▶ A course must be approved for Idaho MCLE credit before attorney can receive teaching credit. A separate application for the course is not required, but the course schedule submitted with the teaching application must include a full time breakdown and detailed description of the legal topics covered.
- ▶ If the attorney attended a portion of the course – outside of the time spent teaching – the sessions attended should be indicated by highlighting or otherwise marking them on the course schedule.