

**IDAHO STATE BAR
ACCREDITATION OF SPECIALTY CERTIFICATION PROGRAMS FOR LAWYERS**

**APPLICATION FOR ACCREDITATION
(application must be accompanied by a \$200.00 application fee for each specialty area)**

Legal Specialty Area for this application:

PART A. BACKGROUND:

1. Full legal name of organization:

(a) List any other name(s) by which your organization has ever been known:

2. Address of organization:

3. Telephone number of organization:

4. Fax number of organization:

5. Website of organization:

6. Name, title, address, telephone number and email address of person to contact regarding this application:

7. Is the Applicant organized as a: sole proprietorship partnership corporation
 voluntary association other (explain below).

8. Please provide the following:
 - (a) The date on which your organization was formed:

 - (b) If a corporation, specify the state(s) in which the organization was/is incorporated:

 - (c) State the name and address of each organization or entity that sponsors your organization, if any:

 - (d) The jurisdictions that have granted approval to your organization to certify lawyers as specialists, including dates of approval:

 - (e) The jurisdictions, if any, that have denied approval to your organization to certify lawyers as specialists, including dates of denial:

PART B. DESCRIPTION OF CERTIFICATION PROGRAM:

1. Describe your organization's purposes and overall mission:

2. List the goal or goals of your organization with respect to the certification of specialists:

3. List all fees, costs and expenses, including examination fees, that your organization requires lawyers to pay to become certified, retain their certification and to obtain re-certification:

4. Do the certification activities of your organization have a source of funding other than fees you collect from lawyers who apply for certification or who are certified by you as specialists?
 Yes (explain below) No

5. Describe your organization's processes and procedures used in certifying lawyers as specialists:

6. Describe safeguards in these processes and procedures to ensure unbiased consideration of lawyers seeking certification:

7. Describe what procedures are in place to periodically evaluate the effectiveness of your certification program(s):

8. Does your organization maintain a staff of employees to administer your certification process?
 Yes (answer #9 below and skip #10) No (go directly to #10 below)

9. If the answer to #8 above is YES, provide a description of full-time and part-time staff positions and their functions as they relate to your certification process:

10. If the answer to #8 above is NO, describe how your organization administers the certification process, specifically describing the personnel used to perform administrative functions and identifying their employer, if any:
11. Describe the standards and qualifications which must be met by lawyers seeking to be certified as specialists in each area or field of law in which your organization is seeking accreditation:
12. Does your organization require a lawyer seeking certification to be a member of, or to complete educational programs offered by, any specific organization?
 Yes (provide details below) No
13. Does your organization's program description indicate that your organization does not discriminate against lawyers seeking certification on the basis of race, religion, gender, sexual orientation, disability or age? Yes (cite to attached supporting documents) No
14. Are the standards and qualifications described in #11 above uniform in all jurisdictions in which your organization certifies or plans to certify lawyers? Yes No (explain below)
15. State below each area or field of law in which your organization is seeking Idaho State Bar accreditation of a specialty certification program for lawyers. Note that each area or field in which certificates are offered will be evaluated separately:

16. For each specialty area offered, cite evidence that the specialty is one in which significant numbers of lawyers regularly practice. You may refer to surveys, court statistics and legal directories:

17. Describe your organization's method of verifying that lawyers seeking certification make a showing of experience through substantial involvement in the specialty field or area:

18. How is substantial involvement measured?

19. References

a) Describe your organization's requirements for submission of peer references by lawyers who apply for certification. Include whether your organization or the lawyer sends the reference forms to potential references, whether a lawyer may submit as a reference the name of any lawyer or judge who is related to the lawyer seeking certification or currently engaged in legal practice with that lawyer, and whether your organization reserves the right to seek and consider reference forms from persons of the organization's own choosing:

b) Describe the processes employed by your organization to investigate the character and fitness of lawyers applying for certification:

20. Does your organization require that a lawyer seeking certification pass a written examination?

Yes No

21. Does your organization permit a lawyer seeking certification to submit evidence of passage of a written examination administered by another organization in lieu of passage of the written examination administered by your organization? Yes (explain below) No

(a) If yes, please provide the specialty area in which each examination is given and the name, address, telephone number and a contact person for each such organization:

(b) Describe the process by which your organization evaluates third-party examinations to determine their length, complexity and grading criteria are substantially similar to examinations given by your organization:

22. What measures does your organization take to protect the security of all written examinations?

23. Describe your organization's continuing legal education requirement for lawyers seeking certification. Specify the types of programs which may be used to satisfy this requirement:

24. How does your organization determine whether continuing legal education programs contain sufficient intellectual and practical content so as to increase a lawyer's knowledge and ability in the specialty area?

25. Does your organization require that a lawyer seeking certification furnish satisfactory evidence of his or her license to practice law and good standing in one or more states or territories of the United States or the District of Columbia? Yes No

26. Does the form used by lawyers to apply for certification request that the lawyer list all current admissions to the bar, along with registration numbers where applicable? Yes No
27. Describe your organization's policy, if any, providing an appeal procedure for a lawyer seeking certification to challenge the decision of the persons who review and pass upon applications for certification:

PART C. RE-CERTIFICATION AND REVOCATION OF CERTIFICATION:

1. Describe your organization's standards and procedures for re-certifying a lawyer:

2. Describe your organization's standards and process for revoking certification of a lawyer:

3. Does your organization require that a certified lawyer report his or her disbarment or suspension from the practice of law in any jurisdiction to your organization?
 Yes No

4. Does your organization require a written examination to obtain recertification?
 Yes No

STATEMENT OF AUTHORIZATION

As authorized representative of and contact person for purposes of this application for accreditation, I authorize and consent to an investigation as to the matters requested and disclosed in this application. Further, I agree to the following:

- (1) to provide further information which may be required in reference to the current or prior activities of our organization, and to cooperate in the investigation of the statements on this application;
- (2) that in connection with making this application, I have read and agree to abide by the Standards, Governing Rules, Evaluation Criteria and Procedures for Idaho State Bar Accreditation of Specialty Certification Programs For Lawyers, as amended from time to time;
- (3) to release, discharge and exonerate the Idaho State Bar, its officers, agents and employees harmless from liability of any kind, including costs and expenses, for any suit or damages sustained by any person or property by virtue of the activities of the undersigned's relating to accreditation by the Idaho State Bar.
- (4) that the Idaho State Bar may make materials submitted by our organization in connection with this application available to interested entities of the Idaho State Bar, except for copies of examinations and other materials as may be agreed upon between our organization and the Standing Committee.

I certify that I am authorized by our organization to submit this application and that the information disclosed and the items provided pursuant to the requirements of this application are true and complete to the best of my knowledge and belief.

_____)
 Signature of Chief Organizational Officer
 Title _____)
 For _____)

State of _____)
) ss.
 County of _____)

Subscribed and sworn before me this _____ day of _____, _____.

(seal)

_____)
 Notary Public
 Residing in _____)
 My commission expires _____)