



# ATTACHMENT F ONLINE CLE ACTIVITY INFORMATION



MINIMUM CONTINUING LEGAL EDUCATION

P.O. BOX 13007, AUSTIN, TX 78711-3007

Street Address: 1414 Colorado, Suite 503, Austin, TX 78701

Phone: 1 (800) 204 - 2222 ext. 2106 FAX: (512) 463 - 1498 E-mail: [mcle@texasbar.com](mailto:mcle@texasbar.com)

## PART 1 SPONSOR INFORMATION

SPONSOR NUMBER: \_\_\_\_\_ SPONSOR NAME: \_\_\_\_\_

## PART 2 COURSE INFORMATION

COURSE TITLE: \_\_\_\_\_

## PART 3 PRESENTATION/DELIVERY METHOD

THE PRIMARY DELIVERY METHOD IS  AUDIO  VIDEO  TEXT

CALCULATION OF INTERACTIVE PARTICIPATORY CREDIT IS BASED UPON DURATION OF THE PRIMARY DELIVERY METHOD (THE AMOUNT OF TIME LISTENING /VIEWING AUDIO OR VIDEO PRESENTATIONS or 200 WORDS-PER-MINUTE FOR PROGRAMS THAT CONSIST SOLELY OF TEXT AND MATERIALS (See Part 4, Items 3, 4 and 9 below)).

PARTICIPATORY CREDIT HOURS REQUESTED: \_\_\_\_\_

Three (3) participatory credit hours MAXIMUM allowed for TEXT based online CLE activities. (See Part 4, Item 4 below)

BASIS FOR CREDIT HOUR CALCULATION:

LENGTH OF AUDIO or VIDEO SEGMENT OF PROGRAM (OR)  ESTIMATE OF READING TIME FOR TEXT MATERIALS

Total minutes for audio or video segment \_\_\_\_\_

Document word count = \_\_\_\_\_ (excluding indexes)

Minutes = \_\_\_\_\_ (document word count divided by 200)

Hours = \_\_\_\_\_ (minutes divided by 60)

## PART 4 MINIMUM REQUIREMENTS FOR ONLINE/INTERACTIVE PARTICIPATORY CLE CREDIT

Before any online or interactive CLE activity can be approved for MCLE credit, the following minimum requirements must be met:

1. The Application for Accreditation (including Attachment F) must be received prior to the beginning date of the program.
2. The activity must meet all requirements of the MCLE Rules, Regulations and Accreditation Standards for CLE Activities.
3. Credit hours for activities that are delivered via audio or video shall be based upon the length (actual minutes of instruction) for the audio/video presentation. Review of text or written materials will not be considered in the calculation of MCLE credit for audio or video programs.
4. Text-only activities shall be limited to three (3) participatory credit hours per activity. Audio and video programs are not subject to the three-hour limitation.
5. A section of every online program must be devoted to questions and/or discussion. Attorneys should be able to read and respond to comments and questions from other attorneys who are participating in the same program.
6. Participant evaluations are required. Evaluations must cover effectiveness of the delivery method as well as substantive areas of the course. Participatory credit is not available for completing the evaluation.
7. The activity must be open to observation/participation (without charge) by members of the MCLE Committee and MCLE staff.
8. Sponsors should be able to verify attorney attendance and will be required to report attendance directly to the MCLE Department immediately following completion of the course by the attorney.
9. Effective July 1, 2003, a minimum 200 word-per-minute standard shall be used for calculating MCLE credit for text-only online CLE activities. An accurate count of the actual words contained within the program text shall be identified and submitted with all applications for accreditation. A count of the words contained within the program text shall not include indexes or the table of contents, but may include exhibits and/or informational tables.

Example: 35,600 words divided by 200 wpm = 178 minutes  
 178 minutes divided by 60 = 2.97 hours  
 2.97 hours rounded to the nearest one-quarter hour = 3.00 credit hours

10. Applications from individual attorneys will not be accepted.

Please attach a written explanation, describing how items 5-8 of the above minimum requirements will be met.

Return Completed ATTACHMENT F with Application For Accreditation of CLE Activity and Check to:  
MCLE DEPT., P.O. BOX 13007, AUSTIN, TX 78711-3007