

CLE MATERIAL GUIDELINES

COURSE APPROVAL

State regulations vary from state to state, but generally agree on the following guidelines. Panel presentations must have "significant intellectual or practical content," a "primary objective" of increasing "professional competence and skills as an attorney" and "pertain to a recognized legal subject or other subject matter which integrally relates to the practice of law, or to the professional responsibility or ethical obligations of the participants."

REQUIREMENT FOR WRITTEN MATERIALS

Written materials should reflect a thorough preparation by the panelists and serve as a resource for course participants by assisting them in improving their legal competence.

The purpose for Written Materials is to ensure thorough course preparation, resource for attendees after course completion, and allow the MCLE Board to evaluate the quality and nature of the course.

While these suggestions do not guarantee materials submissions will result in panel accreditation, experience has shown that these material formats result in greater approval rate. Please be mindful of these guidelines. Poor material submissions risk not only the approval of CLE credit for the conference, but also the Federal Bar Association's status as an approved provider.

FBA MATERIAL SUGGESTIONS

- [PowerPoint presentation](#)
A minimum of 30 slides is recommended
Slide content references legal statutes, regulations, cases, oral arguments, etc. with analysis from panelists
Slides should not simply serve as a guide to oral content to the presentation
- [Detailed Outline](#)
A minimum of 3 pages is recommended
Bullet points reference legal statutes, regulations, cases, oral arguments, etc. with citation and explanatory notations

COMMON ISSUES WITH SUBMITTED MATERIALS

- Materials that only contain hypotheticals
If hypotheticals are accompanied by (1) course materials which assist the understanding of the subject matter and have reference value to the participants or (2) course materials which provide a thorough written discussion and/or responses to such hypotheticals may satisfy this requirement.
- Bibliographies or a list of other reference materials standing alone
- Topical outlines without citations or explanatory notations
- Panel agendas standing alone

LEGAL ETHICS

Ethics courses receive approval by addressing "topics embraced in recognized formulations of rules of professional conduct or codes of professional responsibility applicable to attorneys." It is highly recommended that the panel title includes the phrase "legal ethics".

The following topics are examples that do not qualify for ethics credit: Ethics in Government; Medical Ethics; Business or Corporate Ethics; Ethics of other Professions; Rules of Procedure, Rules of Evidence and Litigation Tactics