## **SPONSOR APPLICATION FOR FEDERAL CLE APPROVAL**

Sponsor Contact Information	
Sponsor Name:	
Contact Name:	
Phone:	Email:
CONTINUING LEGAL EDUCATION INFORMATION	
CLE Title:	
Program Type: (Check all that apply)	
Date(s): 1)	City, State: 1)(If not live, list type)
2)	2)
3)	3)
Hours of Instruction: Federal CLE Credit Requested: (60-minute hours excluding breaks.)	
Has this program been approved for CLE credit by the Iowa Commission on Continuing Legal Education?	
	If yes, please list the assigned Activity ID: Hours Approved:
YES NO	If no, please indicate whether approval has been requested:  YES NO

## **Instructions**

Email this form along with a copy of an agenda or program for the CLE to CLE\_Approval@iasd.uscourts.gov

- 1. The agenda or program must show the title, date, and hours of the CLE as well as the general topic(s) discussed.
- 2 Please **do not** submit lengthy program handouts or slideshow presentations.
- 3. List each date that the CLE takes place along with the location/type on a separate line. If the CLE occurs more than once on the same day in multiple locations or by different means (e.g. live, telephone, and live webcast), use a separate line for each. Use an additional sheet if necessary.
- 4. If the CLE is believed to be eligible for partial credit, clearly indicate sections believed to be eligible for federal CLE credit on the agenda or program submitted.

If additional information is required, it will be requested by the CLE Approval Coordinator.