

**COLORADO SUPREME COURT  
CONTINUING LEGAL AND JUDICIAL EDUCATION COMMITTEE**  
1300 Broadway, Suite 510  
Denver, Colorado 80203  
(303) 928-7771

**REGULATIONS GOVERNING  
MANDATORY CONTINUING LEGAL AND JUDICIAL EDUCATION  
FOR THE STATE OF COLORADO**

(As adopted by the Colorado Supreme Court, August 14, 1978; Amended by the Court, En Banc, March 15, 2018, effective July 1, 2018; Amended by the Colorado Supreme Court Advisory Committee, December 14, 2018, effective January 1, 2019; Entire Regulations Amended and Readopted by the Colorado Supreme Court Advisory Committee, September 18, 2020, effective October 1, 2020); [Amended by the Colorado Supreme Court, April 15, 2021, effective July 1, 2021.](#)

**REGULATIONS OF THE COLORADO SUPREME COURT**  
**CONTINUING LEGAL AND JUDICIAL EDUCATION COMMITTEE**

**REGULATION 103.1. — STANDARDS FOR ACCREDITATION OF CLE PROGRAMS**

1) **Program Accreditation Standards.** A program may be accredited as a CLE activity if it meets all of the following criteria:

a) It is an organized program of legal education dealing with:

i) Substantive or procedural subjects of law;

ii) Legal skills and techniques, such as legal writing and litigation skills;

iii) Professional responsibility, defined as: an activity that addresses one or more of the following issues within the practice of law and in the legal profession:

1. Legal Ethics: as defined in C.R.C.P. 250.6(3) as an activity or portion within of an activity that deals-addresses with the Colorado Rules of Professional Conduct, the Colorado Code of Judicial Conduct, similar rules of other jurisdictions, the ABA Model Rules of Professional Conduct, the ABA Model Rules of Judicial Conduct, or legal authority related to any of the above specified rules;

2. Legal professionalism: an activity or portion of an activity devoted to the values embodied in the Colorado Attorney Oath of Admission and the Colorado Rules of Professional Conduct, which require attorneys to act with civility, integrity, honesty, candor, fairness, trust, respect, dignity and courtesy;

3. Equity, diversity, and inclusivity (EDI): an activity or portion of an activity that addresses equal access to the legal system; competent representation of diverse populations; or the recognition, mitigation, or elimination of bias in the legal profession or the legal system;

iv) Lawyer wellness;

v) Law practice management, including technology and leadership relating to the practice of law; or

vi) Alternative dispute resolution.

b) A component of the program may be coverage of technical, scientific or other bodies of knowledge that are directly related to any of the subjects listed in this section.

c) The instructors are qualified in the subject area by knowledge, skill, training or education.

d) Thorough, high quality written materials must be distributed to all attendees at or before the time the program is presented. A mere agenda will not be sufficient.

e) Programs must be conducted in a setting physically suitable to the educational component of the program. A suitable writing surface should be provided where feasible.

- f) The program is primarily designed for, and targeted to, lawyers and judges.
- 2) **Program Format.** An accredited program is either “live” or “home study” depending on the following criteria:
- a) **Live programs.** A program is “live” if it is an activity that a lawyer or judge may attend in person or via an electronic medium, such as teleconferences, videoconferences, and live or real-time webcasts, and in which there are presenters available to all course attendees at the time the course is initially presented, and all attendees can contemporaneously hear or see other attendees’ questions as well as any responses and discussion.
  - b) **Home study programs.** A program is “home study” if it consists of viewing or listening to pre-recorded audio, video, or digital media, or such other programs as may be approved by the CLJE Office.
- 3) **Non-Accredited Activities.** The following activities will not be accredited as CLE programs in Colorado:
- a) A meeting of a bar association, committee, section or other entity composed of lawyers or judges, that is intended primarily to be a general business meeting or work session as opposed to a CLE program;
  - b) A program that is intended primarily to market a product or service to lawyers;
  - c) A program that is intended primarily to attract clients;
  - d) A program that teaches non-legal skills; general communication skills such as public speaking; individual money management or investing; general investment principles; career building, rainmaking, marketing or social media networking skills; or supervisory or general office management skills;
  - e) A program that consists primarily of reviewing or reading written materials in printed or electronic format, legal articles, legal journals, case summaries, audio books and text only online courses; or,
  - f) A course attended in preparation of admission to practice law in any jurisdiction.
- 4) **Program Credit Computation.**
- a) CLE credit hours will not be awarded for any program that in its entirety lasts less than 50 minutes exclusive of question and answer periods.
  - b) CLE credit hours will not be given for time spent on non-substantive matters such as introductory remarks, breaks, or business meetings.
  - c) The CLE credit hours awarded to a CLE program is the maximum that may be earned for that activity. A registered lawyer or judge may claim partial credit for partial attendance or completion of a program.

5) **Homestudy Accreditation Time Period.**

- a) Accreditation of any home study program is for a period of two years from the date of accreditation through December 31 of the second, full calendar year (e.g., accreditation issued on 11/21/2018 will be valid through 12/31/2020 (expiring on 1/1/2021).
- b) After the initial two-year period of accreditation, a homestudy that continues to meet the requirements of Regulation 103.1(1) may be reaccredited only once for a period of one year, if the application for reaccreditation is received before expiration of the initial accreditation; the homestudy will be reaccredited through December 31 of the next full calendar year (e.g., application for reaccreditation received 11/21/2018 for a program valid until 12/31/2018, can be reaccredited through 12/31/2019).

**REGULATION 103.5 — STANDARDS FOR ACCREDITATION OF INDEPENDENT STUDY ACTIVITIES**

- 1) Credit may be earned through independent study credit for any of the following types of activities:
  - a) Attending or teaching a non-accredited, structured course that was produced for law-related or practice management educational purposes;
  - b) Attending or teaching a non-accredited professional educational course that trains participants in the use of non-legal software or technology skills;
  - c) Required training in preparation for serving as a judge or evaluator in any type of mock trial, moot court or client counseling competition, class or program;
  - d) Participating in Access to Justice clinics held for the public, sponsored by a state judicial entity, a bar association, or an entity defined in C.R.C.P. 250.9(2); or
  - e) Actively engaging as a legislator in the Colorado General Assembly.
  - f) Educational activity of lawyers and judges who present programs to a public audience may be accredited as a teaching activity, if the program's primary purpose is to inform the public about the workings of the Colorado Judiciary and the functions of judges and courts.
- 2) Independent study must involve active participation in an educational endeavor which is beneficial to the applicant's practice and is not part of the applicant's ordinary practice of law, the performance of judicial duties, or performed as primary functions of regular employment.
- 3) A maximum of nine independent study credit hours can be earned in each CLE compliance period. ~~Ethics~~ [Professional responsibility](#) credits may not be earned through independent study.
- 4) Independent study credit may be claimed by submitting a Form 7 to the CLJE Office, and the applicant must certify completion by signing the Form. Computation of credits for the

independent study activity will follow the procedures of similar activities already provided for in these Regulations. Additional information may be found on Form 7.

**REGULATION 104. — STANDARDS FOR ACCREDITATION OF COLORADO ATTORNEY MENTORING PROGRAM (CAMP) & PRO BONO ACTIVITIES**

- 1) Credit may be earned for participation in the Colorado Attorney Mentoring Program (CAMP) if the participation criteria is met as outlined in C.R.C.P. 250.10(3).
  - a) A registered lawyer or judge may earn a maximum of nine CLE credit hours, two hours of which will count toward the [legal ethics portion of the professional responsibility](#) requirement [of C.R.C.P. 250.2\(1\)](#), for successful completion of the one-year CAMP program curriculum as either a mentor or as a mentee. A maximum of four CLE credit hours, one hour of which will count toward the [legal ethics portion of the professional responsibility](#) requirement [of C.R.C.P. 250.2\(1\)](#), for successful completion of the six-month CAMP program curriculum as either mentor or mentee.
  - b) All certificates and affidavits of completion of a CAMP program must be submitted to the CAMP Director for verification pursuant to C.R.C.P. 255. Following verification of substantial completion, the CAMP Director will recommend to the CLJE Office that the CLE hours be recorded as earned.
- 2) Credit may be earned for representation in Pro Bono legal matters if the eligibility requirements are met as outlined in C.R.C.P. 250.9(2).
  - a) A registered lawyer can earn one CLE credit hour for every five billable hours up to a maximum of nine CLE credit hours during each three-year compliance period for providing uncompensated pro bono legal representation to indigent or near-indigent persons, or supervising a law student providing such representation. ~~Ethics-~~ [Professional responsibility](#) credit may not be earned through pro bono representation.
  - b) Credit for pro bono representation can be claimed by submitting a Form 8 to the CLJE Office.

**REGULATION 105. — REGISTERED PROVIDERS**

To become a “Registered Provider” submit a Form 2 to the CLJE office. The CLJE office may extend “Registered Provider” status to a provider as set forth below:

- 1) **Eligibility for Registered Provider Status.** To be eligible, a provider must demonstrate the following ability to provide quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations,
- 2) **Program Accreditation.** Programs sponsored by a Registered Provider may be accredited upon written application on an individual program basis. All applications for accreditation of a

program sponsored by a registered provider must be submitted on a Form 1 for live program or Form 4 for homestudy.

3) **Responsibilities of Registered Providers.** Registered Providers must submit at least twenty-one days, and preferable longer, in advance of the program, although the CLJE Office may grant approval of applications files less than twenty-one days prior or grant retroactive approval if the proper fee for late filing is paid.

a) All applications for accreditation of a program must include:

- i. A brochure or course outline describing the program content and identifying the instructors,
- ii. A timed agenda,
- iii. Include a program evaluation form that must be provided to all attendees;
- iv. Include a detailed calculation of the total CLE credit hours, including ~~live and ethics~~ [professional responsibility](#) credit hours; and,
- v. Include designation on the program outline or brochure of any parts or sessions of the activity that are sought to be accredited for ~~ethics~~ [professional responsibility](#) credit hours, [delineating EDI, legal ethics and legal professionalism credit requests](#).

b) Fees for registered providers who are Colorado local bar associations, non-profit organizations whose primary purpose is to provide free or low-cost legal services as defined in Rule 250.9(2), or government agencies are as follows:

- i. Twenty-five dollars (\$25) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
- ii. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted fewer than 21 days before the date the program is offered;
- iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
- iv. Twenty-five dollars (\$25) for each home study program.

c) Fees for all other registered providers are as follows:

- i. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
- ii. One hundred dollars (\$100) for each live program presentation if the information required under Regulation 105.2 is submitted less than 21 days before the date the program is offered;

- iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
  - iv. Fifty dollars (\$50) for each home study program.
- d) The provider of any program accredited by the CLJE Office must provide to each attendee a copy of the official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the CLJE Office.

### **REGULATION 105.1 — CERTIFIED PROVIDERS**

To become a “Certified Provider” submit Form 2A to the CLJE Office. The CLJE Office may extend “Certified Provider” status to a provider as set forth below:

- 1) **Eligibility for Certified Provider Status.** To be eligible, a provider must demonstrate the following:
  - a) A history of consistently providing quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations for a period of at least two years, and,
  - b) A history of consistently providing ten or more CLE programs accredited in Colorado per calendar year.
  - c) Additionally, the provider must submit any other information the CLJE Committee deems relevant, including, but not limited to, course submission and compliance history, approvals and denials of accreditation, complaints concerning programs or the marketing of programs, and payment history of the provider to the CLJE Office.
- 2) **Program Accreditation.** Programs sponsored by a Certified Provider may be accredited upon written application on an individual program basis or upon submission of an abbreviated accreditation form. All applications for accreditation of a program sponsored by a Certified Provider must be submitted on a Form 1A for live program or Form 4A for home study. Alternatively, both live and home study programs may be submitted on the abbreviated accreditation form.
- 3) **Responsibilities of Certified Providers.** Certified Providers must submit any applicable fees and provide specific information related to each live CLE program at least seven days prior to the live activity in a format approved by the CLJE Committee. Certified Providers should also obtain accreditation for any replay (by audio, video or digital media) when seeking accreditation of the live program. However, if a Certified Provider does not seek accreditation of a replay initially, the Certified Provider may submit any applicable fees and provide specific information related to accreditation of the audio/video/digital replay CLE program within one year after the recording of the program by use of the form designated by the CLJE Committee.
  - a) The information required for both live and replay CLE programs includes, but is not

limited to, the following:

- i) Activity title and description;
  - ii) Date(s) and location(s) of the activity;
  - iii) Method of presentation;
  - iv) Activity registration fee information; and
  - v) Total accredited CLE credit hours, including ~~ethics~~ [professional responsibility](#) credit hours, [delineating EDI, legal ethics and legal professionalism credit requests](#);
- b) For two years following the accreditation date of each program Certified Providers must keep the following:
- i) copies of any course materials,
  - ii) a brochure or outline that describes the course content,
  - iii) names of the instructors,
  - iv) time devoted to each topic,
  - v) the date and location of each presentation,
  - vi) any course evaluation forms filled out by the attendees, and,
  - vii) attendance records showing lawyer and judge attendees and the number of any non-lawyer attendees.

The Certified Provider, upon request of the Committee, must submit this information for review.

- c) Fees for Certified Providers are as follows:
- i) A one-time, non-refundable application fee of \$250 to be paid at the time of application for Certified Provider status;
  - ii) An annual fee of \$2,500 upon acceptance as a Certified Provider and to be paid each year thereafter on the first of the month following anniversary date to maintain Certified Provider status;
  - iii) Fifteen dollars (\$15) for each live program presentation if the information required under Regulation 105.1 is submitted at least seven days before the date the program is offered;
  - iv) Thirty dollars (\$30) for each live program presentation if the information required under Regulation 105.1 is submitted fewer than seven days before the program is offered;
  - v) Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
  - vi) Fifteen dollars (\$15) for each home-study program.



- vii) Certified Providers may request monthly billing by the CLJE Office for all applications submitted in that month, instead of paying per application. The CLJE Office has discretion to grant or deny such requests.
  - d) At any program sponsored by a Certified Provider, the Certified Provider must provide to each attendee a copy of the Committee's official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the Committee or provide a means at the program for individuals to submit a completed Notice and Report to the Committee.
- 4) **Benefits of Certified Provider Status.** Certified Providers may receive the following benefits of Certified Provider status:
- a) Certified Providers may indicate in promotional materials that they are Certified by including the following statement in those promotional materials: “\_\_ is a Certified Provider”, as recognized by the Colorado Supreme Court Continuing Legal and Judicial Education Committee.”
  - b) Certified Providers pay reduced fees as set forth in Regulation 111, below.
  - c) Certified Providers may elect to receive a monthly invoice from the CLJE Office for program accreditation and late filing fees.
  - d) Certified Providers submit an abbreviated accreditation form regarding each sponsored program.

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i) Substantive or procedural subjects of law;

ii) Legal skills and techniques, such as legal writing and litigation skills;

iii) Professional responsibility, defined as an activity that addresses one or more of the following issues within the practice of law and in the legal profession:

1. Legal ethics: an activity or portion of an activity that addresses the Colorado Rules of Professional Conduct, the Colorado Code of Judicial Conduct, similar rules of other jurisdictions, the ABA Model Rules of Professional Conduct, the ABA Model Rules of Judicial Conduct, or legal authority related to any of the above specified rules;

2. Legal professionalism: an activity or portion of an activity devoted to the values embodied in the Colorado Attorney Oath of Admission and the Colorado Rules of Professional Conduct, which require attorneys to act with civility, integrity, honesty, candor, fairness, trust, respect, dignity and courtesy;

3. Equity, diversity, and inclusivity (EDI): an activity or portion of an activity that addresses equal access to the legal system; competent representation of diverse populations; or the recognition, mitigation, or elimination of bias in the legal profession or the legal system;

iv) Lawyer wellness;

v) Law practice management, including technology and leadership relating to the practice of law; or

vi) Alternative dispute resolution.

b) A component of the program may be coverage of technical, scientific or other bodies of knowledge that are directly related to any of the subjects listed in this section.

c) The instructors are qualified in the subject area by knowledge, skill, training or education.

d) Thorough, high quality written materials must be distributed to all attendees at or before the time the program is presented. A mere agenda will not be sufficient.

e) Programs must be conducted in a setting physically suitable to the educational component of the program. A suitable writing surface should be provided where feasible.

f) The program is primarily designed for, and targeted to, lawyers and judges.

- 2) **Program Format.** An accredited program is either “live” or “home study” depending on the following criteria:
  - a) **Live programs.** A program is “live” if it is an activity that a lawyer or judge may attend in person or via an electronic medium, such as teleconferences, videoconferences, and live or real-time webcasts, and in which there are presenters available to all course attendees at the time the course is initially presented, and all attendees can contemporaneously hear or see other attendees’ questions as well as any responses and discussion.
  - b) **Home study programs.** A program is “home study” if it consists of viewing or listening to pre-recorded audio, video, or digital media, or such other programs as may be approved by the CLJE Office.
- 3) **Non-Accredited Activities.** The following activities will not be accredited as CLE programs in Colorado:
  - a) A meeting of a bar association, committee, section or other entity composed of lawyers or judges, that is intended primarily to be a general business meeting or work session as opposed to a CLE program;
  - b) A program that is intended primarily to market a product or service to lawyers;
  - c) A program that is intended primarily to attract clients;
  - d) A program that teaches non-legal skills; general communication skills such as public speaking; individual money management or investing; general investment principles; career building, rainmaking, marketing or social media networking skills; or supervisory or general office management skills;
  - e) A program that consists primarily of reviewing or reading written materials in printed or electronic format, legal articles, legal journals, case summaries, audio books and text only online courses; or,
  - f) A course attended in preparation of admission to practice law in any jurisdiction.
- 4) **Program Credit Computation.**
  - a) CLE credit hours will not be awarded for any program that in its entirety lasts less than 50 minutes exclusive of question and answer periods.
  - b) CLE credit hours will not be given for time spent on non-substantive matters such as introductory remarks, breaks, or business meetings.
  - c) The CLE credit hours awarded to a CLE program is the maximum that may be earned for that activity. A registered lawyer or judge may claim partial credit for partial attendance or completion of a program.
- 5) **Homestudy Accreditation Time Period.**

- a) Accreditation of any home study program is for a period of two years from the date of accreditation through December 31 of the second, full calendar year (e.g., accreditation issued on 11/21/2018 will be valid through 12/31/2020 (expiring on 1/1/2021).
- b) After the initial two-year period of accreditation, a homestudy that continues to meet the requirements of Regulation 103.1(1) may be reaccredited only once for a period of one year, if the application for reaccreditation is received before expiration of the initial accreditation; the homestudy will be reaccredited through December 31 of the next full calendar year (e.g., application for reaccreditation received 11/21/2018 for a program valid until 12/31/2018, can be reaccredited through 12/31/2019).

**REGULATION 103.5 — STANDARDS FOR ACCREDITATION OF INDEPENDENT STUDY ACTIVITIES**

- 1) Credit may be earned through independent study credit for any of the following types of activities:
  - a) Attending or teaching a non-accredited, structured course that was produced for law-related or practice management educational purposes;
  - b) Attending or teaching a non-accredited professional educational course that trains participants in the use of non-legal software or technology skills;
  - c) Required training in preparation for serving as a judge or evaluator in any type of mock trial, moot court or client counseling competition, class or program;
  - d) Participating in Access to Justice clinics held for the public, sponsored by a state judicial entity, a bar association, or an entity defined in C.R.C.P. 250.9(2); or
  - e) Actively engaging as a legislator in the Colorado General Assembly.
  - f) Educational activity of lawyers and judges who present programs to a public audience may be accredited as a teaching activity, if the program's primary purpose is to inform the public about the workings of the Colorado Judiciary and the functions of judges and courts.
- 2) Independent study must involve active participation in an educational endeavor which is beneficial to the applicant's practice and is not part of the applicant's ordinary practice of law, the performance of judicial duties, or performed as primary functions of regular employment.
- 3) A maximum of nine independent study credit hours can be earned in each CLE compliance period. Professional responsibility credits may not be earned through independent study.
- 4) Independent study credit may be claimed by submitting a Form 7 to the CLJE Office, and the applicant must certify completion by signing the Form. Computation of credits for the independent study activity will follow the procedures of similar activities already provided for in these Regulations. Additional information may be found on Form 7.

**REGULATION 104. — STANDARDS FOR ACCREDITATION OF COLORADO ATTORNEY MENTORING PROGRAM (CAMP) & PRO BONO ACTIVITIES**

- 1) Credit may be earned for participation in the Colorado Attorney Mentoring Program (CAMP) if the participation criteria is met as outlined in C.R.C.P. 250.10(3).
  - a) A registered lawyer or judge may earn a maximum of nine CLE credit hours, two hours of which will count toward the legal ethics portion of the professional responsibility requirement of C.R.C.P. 250.2(1), for successful completion of the one-year CAMP program curriculum as either a mentor or as a mentee. A maximum of four CLE credit hours, one hour of which will count toward the legal ethics portion of the professional responsibility requirement of C.R.C.P. 250.2(1), for successful completion of the six-month CAMP program curriculum as either mentor or mentee.
  - b) All certificates and affidavits of completion of a CAMP program must be submitted to the CAMP Director for verification pursuant to C.R.C.P. 255. Following verification of substantial completion, the CAMP Director will recommend to the CLJE Office that the CLE hours be recorded as earned.
- 2) Credit may be earned for representation in Pro Bono legal matters if the eligibility requirements are met as outlined in C.R.C.P. 250.9(2).
  - a) A registered lawyer can earn one CLE credit hour for every five billable hours up to a maximum of nine CLE credit hours during each three-year compliance period for providing uncompensated pro bono legal representation to indigent or near-indigent persons, or supervising a law student providing such representation. Professional responsibility credit may not be earned through pro bono representation.
  - b) Credit for pro bono representation can be claimed by submitting a Form 8 to the CLJE Office.

**REGULATION 105. — REGISTERED PROVIDERS**

To become a “Registered Provider” submit a Form 2 to the CLJE office. The CLJE office may extend “Registered Provider” status to a provider as set forth below:

- 1) **Eligibility for Registered Provider Status.** To be eligible, a provider must demonstrate the following ability to provide quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations,
- 2) **Program Accreditation.** Programs sponsored by a Registered Provider may be accredited upon written application on an individual program basis. All applications for accreditation of a program sponsored by a registered provider must be submitted on a Form 1 for live program or Form 4 for homestudy.

3) **Responsibilities of Registered Providers.** Registered Providers must submit at least twenty-one days, and preferable longer, in advance of the program, although the CLJE Office may grant approval of applications files less than twenty-one days prior or grant retroactive approval if the proper fee for late filing is paid.

a) All applications for accreditation of a program must include:

- i. A brochure or course outline describing the program content and identifying the instructors,
- ii. A timed agenda,
- iii. Include a program evaluation form that must be provided to all attendees;
- iv. Include a detailed calculation of the total CLE credit hours, including professional responsibility credit hours; and,
- v. Include designation on the program outline or brochure of any parts or sessions of the activity that are sought to be accredited for professional responsibility credit hours, delineating EDI, legal ethics and legal professionalism credit requests.

b) Fees for registered providers who are Colorado local bar associations, non-profit organizations whose primary purpose is to provide free or low-cost legal services as defined in Rule 250.9(2), or government agencies are as follows:

- i. Twenty-five dollars (\$25) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
- ii. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted fewer than 21 days before the date the program is offered;
- iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
- iv. Twenty-five dollars (\$25) for each home study program.

c) Fees for all other registered providers are as follows:

- i. Fifty dollars (\$50) for each live program presentation if the information required under Regulation 105.2 is submitted at least 21 days before the date the program is offered;
- ii. One hundred dollars (\$100) for each live program presentation if the information required under Regulation 105.2 is submitted less than 21 days before the date the program is offered;
- iii. Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live

program.

- iv. Fifty dollars (\$50) for each home study program.
- d) The provider of any program accredited by the CLJE Office must provide to each attendee a copy of the official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the CLJE Office.

### **REGULATION 105.1 — CERTIFIED PROVIDERS**

To become a “Certified Provider” submit Form 2A to the CLJE Office. The CLJE Office may extend “Certified Provider” status to a provider as set forth below:

- 1) **Eligibility for Certified Provider Status.** To be eligible, a provider must demonstrate the following:
  - a) A history of consistently providing quality CLE programming for lawyers and judges that meets the requirements of Rule 250 and these Regulations for a period of at least two years, and,
  - b) A history of consistently providing ten or more CLE programs accredited in Colorado per calendar year.
  - c) Additionally, the provider must submit any other information the CLJE Committee deems relevant, including, but not limited to, course submission and compliance history, approvals and denials of accreditation, complaints concerning programs or the marketing of programs, and payment history of the provider to the CLJE Office.
- 2) **Program Accreditation.** Programs sponsored by a Certified Provider may be accredited upon written application on an individual program basis or upon submission of an abbreviated accreditation form. All applications for accreditation of a program sponsored by a Certified Provider must be submitted on a Form 1A for live program or Form 4A for home study. Alternatively, both live and home study programs may be submitted on the abbreviated accreditation form.
- 3) **Responsibilities of Certified Providers.** Certified Providers must submit any applicable fees and provide specific information related to each live CLE program at least seven days prior to the live activity in a format approved by the CLJE Committee. Certified Providers should also obtain accreditation for any replay (by audio, video or digital media) when seeking accreditation of the live program. However, if a Certified Provider does not seek accreditation of a replay initially, the Certified Provider may submit any applicable fees and provide specific information related to accreditation of the audio/video/digital replay CLE program within one year after the recording of the program by use of the form designated by the CLJE Committee.
  - a) The information required for both live and replay CLE programs includes, but is not limited to, the following:



- i) Activity title and description;
  - ii) Date(s) and location(s) of the activity;
  - iii) Method of presentation;
  - iv) Activity registration fee information; and
  - v) Total accredited CLE credit hours, including professional responsibility credit hours, delineating EDI, legal ethics and legal professionalism credit requests
- b) For two years following the accreditation date of each program Certified Providers must keep the following:
- i) copies of any course materials,
  - ii) a brochure or outline that describes the course content,
  - iii) names of the instructors,
  - iv) time devoted to each topic,
  - v) the date and location of each presentation,
  - vi) any course evaluation forms filled out by the attendees, and,
  - vii) attendance records showing lawyer and judge attendees and the number of any non-lawyer attendees.

The Certified Provider, upon request of the Committee, must submit this information for review.

- c) Fees for Certified Providers are as follows:
- i) A one-time, non-refundable application fee of \$250 to be paid at the time of application for Certified Provider status;
  - ii) An annual fee of \$2,500 upon acceptance as a Certified Provider and to be paid each year thereafter on the first of the month following anniversary date to maintain Certified Provider status;
  - iii) Fifteen dollars (\$15) for each live program presentation if the information required under Regulation 105.1 is submitted at least seven days before the date the program is offered;
  - iv) Thirty dollars (\$30) for each live program presentation if the information required under Regulation 105.1 is submitted fewer than seven days before the program is offered;
  - v) Ten dollars (\$10) per replay date for video replays of a live program. Video replay dates should be submitted for accreditation at the same time as the live program.
  - vi) Fifteen dollars (\$15) for each home-study program.
  - vii) Certified Providers may request monthly billing by the CLJE Office for all applications

submitted in that month, instead of paying per application. The CLJE Office has discretion to grant or deny such requests.

- d) At any program sponsored by a Certified Provider, the Certified Provider must provide to each attendee a copy of the Committee's official Notice of Accreditation of the program, and advise each attendee how to submit CLE credits to the Committee or provide a means at the program for individuals to submit a completed Notice and Report to the Committee.

4) **Benefits of Certified Provider Status.** Certified Providers may receive the following benefits of Certified Provider status:

- a) Certified Providers may indicate in promotional materials that they are Certified by including the following statement in those promotional materials: “         is a Certified Provider”, as recognized by the Colorado Supreme Court Continuing Legal and Judicial Education Committee.”
- b) Certified Providers pay reduced fees as set forth in Regulation 111, below.
- c) Certified Providers may elect to receive a monthly invoice from the CLJE Office for program accreditation and late filing fees.
- d) Certified Providers submit an abbreviated accreditation form regarding each sponsored program.