Application by a Municipal Judge for Accreditation of a Continuing Education Program or Activity

This application should be submitted by a municipal judge only if the program is not already accredited in Missouri or if the sponsor has not requested accreditation of the program in Missouri. Many sponsors are accredited in Missouri, and it is suggested that prior to submitting this application, the judge inquire of the sponsor as to the status of accreditation for the program in this state.

(Please print or type)

Judge's Name: _____ _____ _____
(Last) (First) (Middle Initial)

Social Security Number: _____

Preferred Mailing Address: _____

Part I. Please attach a copy of a brochure and/or agenda outlining the times, course content, and faculty members. Ordinarily, a copy of the brochure and/or agenda should be sufficient to make a determination on accreditation; however, the Committee may request additional information from you.

Name of Sponsor: _____

Title of Activity: _____

Date: _____ Location: _____

NOTE: Answer items 1-4 only if the information is not contained in the brochure and/or agenda

(1) Sponsor address:

_____

(2) Outline of topics by title, faculty, and time allocated per topic (use Outline of Program or Activity section on back page).

(3) Please describe what handouts and educational (written) materials were provided to participants:

_____

(4) If known, list other associations or states that have approved this program as meeting CLE requirements:

_____

Part II. Please list the number of CLE hours that you are requesting for this program: _____.

NOTE: Only actual hours attended may be reported. Courses must pertain to judge education. The following may NOT be counted for credit: Coffee breaks, meals, social hours, introductory remarks or business meetings. Hours of credit shall be determined by the formula set forth below:

$$\frac{\text{Total Minutes of Actual Instruction}}{50} = \text{Total Hours (Round to the nearest 1/10 of an hour.)}$$

Confirmation of the Committee's approval/disapproval and, as appropriate, the number of credit hours approved will be sent to the judge. Judges should keep a personal record of attendance at the program for the purpose of filing the Municipal Judges' Annual Report of Compliance to OSCA. The attendee or sponsor is **not** required to submit a certificate or other evidence of attendance at this program or activity to the Office of State Courts Administrator.

RETURN THE COMPLETED FORM TO:

Municipal Judge Education Committee
Office of State Courts Administrator
P. O. Box 104480
Jefferson City, MO 65110 FAX:
573-522-5013

For Office Use Only

_____ Approved _____ Denied

Credit Hours _____

Date _____

By: _____

OUTLINE OF PROGRAM OR ACTIVITY

To be completed only in response to item (2) on page one. **This worksheet need not be completed if the information is contained in a brochure/agenda submitted with this application.**
(Please print or type)

Program Title: _____

Times	**Topics**	**Speakers**

(Use additional pages if necessary.)