



MCLE ACTIVITIES – RULES & GUIDELINES

The Pan Asian Lawyers of San Diego (“PALSD”) is a California State Bar Multi-MCLE Provider and, as such, must strictly adhere to the rules outlined by the California State Bar. As a Multi-MCLE Provider, PALSD is happy to co-sponsor MCLE events, but PALSD must insist that the Rules & Guidelines outlined herein are met.

Please keep in mind that PALSD’s Board meets the first Tuesday of every month and the Board must approve all MCLE Activities. What that means for you is that you must submit all the required information and materials in sufficient time for the Board to review and approve any co-sponsorship activities.

Please follow the checklist attached hereto as Exhibit A, which outlines the deadlines. **We cannot guarantee that PALSD can provide MCLE credit for your activity if you do not meet the deadlines outlined in Exhibit A.**

Thank you for your interest and support. We look forward to working together.

PALSD MCLE Chair for 2017-2018 is Sotera Anderson. She can be reached at (855) 96-LEMON or via email at Sotera@calemonlawattorney.com



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EXHIBIT A

CHECKLIST

X	<u>ACTION ITEM</u>	<u>DUE DATE</u>
	Complete Exhibit B, <i>Proposed MCLE Information</i> , and submit it to PALSD's MCLE Chair	45 calendar days prior to MCLE Activity
	Review, sign and return Exhibit C, <i>Statement of Compliance with California State Bar Standards for Providing MCLE</i> , to PALSD's MCLE Chair	45 calendar days prior to MCLE Activity
	Provide a copy of the presenter's CV to PALSD's MCLE Chair	45 calendar days prior to MCLE Activity
	PALSD's Board will review your submission and vote on whether to co-sponsor the proposed MCLE Activity.	First Tuesday of the month
	PALSD's MCLE Chair will advise you whether the proposed MCLE Activity has been approved or not	Friday following Tuesday Board Meeting
	Provide a copy of the promotional materials for the MCLE activity to PALSD's MCLE Chair	5 business days following being advised that the Board has approved the MCLE Activity
	Provide a copy of the handouts for the MCLE activity to PALSD's MCLE Chair. Please keep in mind that Powerpoint slides alone are insufficient for the State Bar's requirements.	10 business days before the MCLE Activity
	PALSD MCLE Chair will provide you with a blank MCLE Certificate of Attendance, a blank Record of Attendance, a blank Evaluation Form, and a Speaker's Certificate of Attendance	5 business days before the MCLE Activity
	Furnish an MCLE Certificate of Attendance and Evaluation Form to each attendee	At the MCLE Activity
	Have attendees sign in on the Record of Attendance for the MCLE Activity	At the MCLE Activity
	Provide the original completed Record of Attendance and the original completed Evaluation Forms for the MCLE Activity to PALSD's MCLE Chair	Within 2 business days following MCLE Activity



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EXHIBIT B

PROPOSED MCLE INFORMATION

<u>INFORMATION REQUESTED</u>	<u>RESPONSE</u>
Subject Matter/Title	
Date	
Time	
Length	
Location	
Total hours	
Hours of Legal Ethics (if any)	
Hours of Elimination of Bias in the Legal Profession (if any)	
Hours Prevention, Detection and treatment of Substance Abuse (if any)	

Due date: 45 calendar days before proposed event.



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EXHIBIT C

STATEMENT OF COMPLIANCE WITH CALIFORNIA STATE BAR STANDARDS FOR PROVIDING MCLE

CALIFORNIA STATE BAR STANDARDS
I have reviewed the California State Bar rules for providing MCLE: Title 3. Programs and Services – Division 5. Providers of Programs and Services – Chapter 1. Providers of Continuing Legal Education.
The MCLE activity I am proposing relates to legal subjects directly relevant to members of the State Bar or has significant current professional and practical content.
The presenter has significant professional or academic experience related to the content.
The promotional materials will state that the MCLE activity is approved for MCLE credit.
The promotional material will specify the amount of MCLE credit being offered
The promotional material will indicate whether any of the credit that may be claimed is for legal ethics, elimination of bias, or competence issues
The MCLE activity will last one hour or more and, as such, I will provide the attendees with substantive written materials relevant to the MCLE activity at the presentation.

I declare under penalty of perjury that the above statements are true and correct.

Executed this ____ day of _____, 2017.

Signature:	
Print Name:	
Contact Information:	

Due date: 45 calendar days before proposed event.