**COP No (for internal/office use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**CLE Credit Request Form – Internal Law School Group or Sponsor (\*Please see important Note at bottom)**

**Return to** [**cle@law.upenn.edu**](mailto:cle@law.upenn.edu) **with a complete Agenda for the day, including start and stop times for each session, Q&A time, break times, etc.**

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| ***Sponsoring***  ***Group or Organization:*** |  | | | | | |
| ***Contact***  ***Person’s Name:*** |  | | *Contact*  *Person’s E-mail:* | |  | |
| ***Person to be Responsible on Day of Event:*** |  | | *E-mail of Person Responsible on Day of Event:* | |  | |
| ***Date Submitted:*** |  | | | | | |
| ***Day and Date of Event:*** |  | | *Time of Event (indicate Registration start, program start, program end times):* | |  | |
| ***Title of Event:*** |  | | | | | |
| ***Topic(s) to be Covered:*** |  | | | | | |
| ***Information on Presenters***  *We are assuming that faculty will be in the room with the participants. If this is not the case, please indicate here what the alternative method of presentation will be:* | Presenter(s) Name(s) | Title/Occupation | Topic(s)  to be Covered | Length of Presentation\* | Materials to be Distributed?  If so, indicate type and # of Pages. | Does presenter seek CLE credit? If so, in what jurisdiction? |
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| ***Total hours of instruction, not including breaks, meals, or introductions:*** |  | | ***Will the program be open to all interested?*** | |  | |
| ***Your Registration Fee (excluding CLE Reg. Fee):*** |  | | ***Expected Number of Attendees:*** | |  | |
| ***I do NOT want my event recorded*** *(check box)* | | | | | | |

\* Please note that CLE credit is accredited for presentations that are a minimum of 1-hour and then in 30-minute increments. For example, a 1-hour presentation may be accredited 1.0 credit, a 1.5-hour presentation may be accredited 1.5 credits, a 2-hour presentation may be accredited 2.0 credits, etc. **15-minute increments will not be accredited.** As a result, please schedule all presentations (including Q&A) to be in increments of 30 minutes.