

CLE PROGRAM/COURSE REQUEST

Must submit request at least 30 days prior to event*

1. **Type of Proposed CLE program/course** (select one):

___ **CLE program** - offers only CLE credits; does not offer UNM/Law School academic credit

___ **CLE course** - offers both CLE credits and UNM/Law School academic credit for law students

2. **Name of Proposed Program/Course:**

3. **Description of Proposed Program/Course** (1-2 sentences):

4. **Date(s) of Proposed Program/Course:**

5. **Proposed Program/Course Format and Location** (Note: courses must be in-person; programs can be virtual, in-person, or hybrid):

6. **Proposed Program/Course Cost or Tuition** (if any):

7. **Expected Number of Attendees and Student/Community Member ratio:**

8. **Agenda** (attach; mandatory for CLE credit to be approved)

9. **Organizer** (name, email, phone): _____

10. **Speaker(s)** (note if he/she is attorney): _____

11. **Administrative Support** (select one):

_____ **CLE program** (only provides CLE credits and does not offer UNM/Law School academic credit)

The program will provide its own personnel to administer/support this CLE program.

_____ **CLE program** (only provides CLE credits and does not offer UNM/Law School academic credit)

The program will cover costs of Faculty Support work-study student time to administer/support this CLE program, as arranged through the Faculty Support supervisor. Please provide index number to bill costs: _____

_____ **CLE course** (is also available for UNM/Law School academic credit)

Faculty Support personnel will assist.

_____ **CLE program** (part of the Faculty Colloquia speaker series)

Faculty Support personnel will assist.

12. **Expenses**

_____ index number for MCLE credits (\$1/credit hour/person) and all other expenses (materials, food, coaches, honorarium, etc.)

Note 1: Report and payment are submitted to MCLE by SOL with this index number

Note 2: Unless the program/course is using Faculty Support, all purchases must be made by organizer

*Submit completed request to: **CLE-Requests@law.unm.edu**

Questions? Sue George (sgeorge2@unm.edu; 277-5089)