

## Speaker CLE Credit Guide RR Donnelley SEC Hot Topics Institute–Houston

### Course Details:

Event Date: September 17, 2009

Course Title: SEC Hot Topics

Sponsor Name & Number: LearnLive Technologies, # 12276

Course Number: 901184758

### To receive credit:

1. Please sign in and sign out at the registration desk.
2. Your Certificate of Attendance will be emailed from support@learnlive.com three weeks after the event.
3. Reserve your written materials for future reference.
4. Follow the guidelines below for your state.

#### Texas ([www.texasbar.com](http://www.texasbar.com))

Maximum Attendance Credit Hours = 6.25 with one (1) Ethics hour

Your attendance credits will be reported to the Texas CLE board by LearnLive Technologies. Your credits will be reflected within 30 days of the event.

For speaking credit: Submit the State Bar of Texas CLE Credit Input Form to:

MCLE Dept.  
P.O. Box 13007  
Austin, TX 78711-3007

Presentation and preparation time will qualify for CLE credit on the basis of hour-for-hour credit for each hour spent in preparation and the actual time of presentation. Credit for repeat presentation shall qualify for additional time spent in preparation only.

#### New York ([www.nysba.org](http://www.nysba.org))

Maximum Attendance Credit Hours = 6.25 with one (1) Ethics hour

Reserve your Certificate of Attendance and the Single Activity Provider Approval Letter from the Pennsylvania CLE Board for reporting purposes at the end of your compliance period.

Credit for speaking is awarded at three (3) times your actual speaking time.

#### Delaware ([www.courts.delaware.gov/cle](http://www.courts.delaware.gov/cle))

Maximum Attendance Credit Hours = 6.25 with one (1) Ethics hour

*For attendance credits:* Submit Form 4: Accreditation of an Individual Program from the Commission on Continuing Legal Education of the Supreme Court of Delaware to the address below.

*For speaking credit:* Submit Form 8: Application for Teaching Credit from the Commission on Continuing Legal Education of the Supreme Court of Delaware and your Certificate of Attendance to:

Commission on Continuing Legal Education of the Supreme Court of Delaware  
820 North French Street 11<sup>th</sup> Floor  
Wilmington, DE 19801-3545  
ph: 302.577.7040

SUPREME COURT OF PENNSYLVANIA  
CONTINUING LEGAL EDUCATION BOARD

601 Commonwealth Avenue, Suite 3400 P.O. Box 62495, Harrisburg, PA 17106-2495  
(800)497-2253 (717)231-3250 FAX: (717)231-3251  
www.pacle.org  
e-mail: pacleb@pacle.org

July 15, 2009

Learn Live Technologies  
Helen Englund  
2101 Fourth Avenue, Suite 1350  
Seattle, WA 98121

Dear Provider:

This letter will serve as official notice that the following program has been approved by the PA CLE Board.

<u>Name Of Course</u>	<u>Date</u>	<u>Location</u>	<u>Credits Approved</u>
SEC Hot Topics Seminar	09/22/2009	Philadelphia, PA	Maximum: 6.00 = 1.00E 5.00S

Please Note: When lawyers from Pennsylvania attend your course, please give them a copy of the enclosed Pennsylvania CLE Credit Request Form, along with your attendance certificate (if available), and remind them to submit a check payable to the PA CLE Board for the hours that they attended. This fee is also required for each half hour increment. We accredit only programs that are at least one hour long; in addition, we accredit only in half hour increments.

If you have any questions or if we can be of further assistance, please contact our office at (800)497-2253.

PENNSYLVANIA CONTINUING LEGAL EDUCATION BOARD

Enclosure



**Commission on  
Continuing  
Legal  
Education  
of the Supreme Court of Delaware**

820 North French Street, 11th Floor  
Wilmington, Delaware • 19801-3545  
302/577-7040 • <http://courts.state.de.us/cle>

**Form 4**

**Accreditation of an  
Individual Program**

to be completed and submitted by an attorney  
seeking accreditation of an individual program  
pursuant to Rule 7(B)

1. Name of sponsoring organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number of sponsor: \_\_\_\_\_  
Name of Representative : \_\_\_\_\_
2. Title of program: \_\_\_\_\_
3. Date, City & State: \_\_\_\_\_
4. Writing surface available? \_\_\_\_\_
5. Method of Presentation:
  - a. \_\_\_\_\_ faculty in room with participants
  - b. \_\_\_\_\_ satellite/simulcast
  - c. \_\_\_\_\_ videotape presentation
  - d. \_\_\_\_\_ other: describe \_\_\_\_\_
6. Program was advertised to: \_\_\_\_\_ Lawyers \_\_\_\_\_ Others - specify \_\_\_\_\_
7. List any admission restrictions: \_\_\_\_\_
8. Method of course evaluation: \_\_\_\_\_ participant critique; \_\_\_\_\_ independent evaluator;  
\_\_\_\_\_ none; \_\_\_\_\_ other - specify \_\_\_\_\_
9. Description of materials: Total number of pages \_\_\_\_\_; \_\_\_\_\_ looseleaf \_\_\_\_\_ bound.  
Distributed \_\_\_\_\_ before program; \_\_\_\_\_ at program; \_\_\_\_\_ other
10. **Attach** a copy of the program agenda or other course materials containing a time schedule. A table of contents may not be substituted for this requirement.  
If you did not attend the seminar in full, or if the seminar included concurrent sessions, please indicate sessions actually attended by highlighting or initialling segments on agenda.
11. Total number of Instructional Hours attended/to be attended, **including Enhanced Ethics**: \_\_\_\_\_  
a) Total number of Instructional Hours attended/to be attended **in Enhanced Ethics only**: \_\_\_\_\_
12. **Attach** a completed copy of a certificate of attendance, signed by a representative of the sponsoring organization.  
If applying for credit prior to seminar, please submit copy of attendance certificate, with attached copy of approved Form 4 application, within 45 days after program in order to ensure credit.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supreme Court ID# \_\_\_\_\_

for Commission use only



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of the Supreme Court of Delaware**

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**Form 8**

**Application for Credit for Instruction or  
Participation in the Presentation of an  
Accredited Course**

to be completed by an instructor or panelist of a  
CLE program or law school course pursuant to Rule 8(B)

1. Attorney's Name: \_\_\_\_\_ Supreme Court ID # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. For the continuing legal education activity in which the attorney participated, state:

- a) Name of sponsor
- b) Title of course
- c) Date of course
- d) City & State

for Commission use only

- 3. **Attach** a copy of the program agenda.
- 4. **Attach** a copy of any written materials prepared by the applicant.  
(original materials only, not copies of forms or cases)

5. State the exact **total** number of minutes of instruction by applicant, including Enhanced Ethics. \_\_\_\_\_

6. State the exact total number of minutes of instruction by applicant in Enhanced Ethics **only**. \_\_\_\_\_

- 7. State the exact number of hours spent preparing written materials. \_\_\_\_\_
- a) State the exact number of additional hours spent in preparing for presentation. \_\_\_\_\_

- 8. Answer (a) or (b) as applicable:
  - a) i. I am the principal author of the written materials identified in paragraph 4. \_\_\_\_\_
  - b) i. I was assisted by others in the preparation of the written materials identified in paragraph 4. \_\_\_\_\_
  - ii. The others who assisted me in preparation of the written materials and the hours spent are:
  - iii.
 

	Name	Address	Hours Spent	Del. Attorney? (ID #)

iv. I propose the following allocation (%) of the allowable credit hours among the attorneys who participated:  
\_\_\_\_\_

v. This application is \_\_\_\_\_/is not \_\_\_\_\_ being submitted on behalf of all persons identified in b) iii.

9. I certify that neither I nor anyone assisting me received any fees or compensation, except for reimbursement of expenses, for participation in the program. \_\_\_\_\_ **(Initial)**

10. **Attendance.** Credit approved by the Commission is for teaching time indicated in item number 5 only. If applicant is also seeking attendance credit for attending **remaining** portions of the seminar which the applicant did not teach, please indicate the number of credit hours sought: \_\_\_\_\_, including \_\_\_\_\_ in Enhanced Ethics. *If item 10 is not properly completed, the applicant will not be credited with additional attendance credits on the Transcript.*

• If program **was not** previously approved by the Commission, Form 4 must also be completed and attached hereto in order for applicant to receive attendance credit.

• If program **was** previously approved by the Commission, please verify that applicant signed in and out of program as required by provider.  
\_\_\_\_\_ **(Initial)**