



REQUEST FOR APPEAL/RECONSIDERATION TO THE MCLE BOARD
DENIAL OF INDIVIDUAL COURSE ACCREDITATION

Under Rule 795(c)(2), providers denied approval of a course or activity or individual attorneys who have attended such course or activity may request reconsideration of the Board's initial decision by filing this form with the Board no later than 30 days after the Board's decision. The Director shall consider the request within 30 days of its receipt, and promptly notify the provider and/or the individual attorney.

Course appeals are based on the materials and information submitted by the provider in the initial application. New materials or information added after the course denial cannot be considered as the denial was based on the information presented with the application.

If the provider wants the Board to recognize the absence of written materials as reasonable and approve the absence of such materials to accredit a course, the provider needs to make that assertion with the course application and support that assertion with facts, including the efforts that the provider made to secure written materials for the course. If the provider waits until after the course application is denied to assert that the absence of written materials was reasonable, the provider has waived that argument in any request for reconsideration to the Director and any appeal to the MCLE Board.

If the Director denies the request, the provider shall have 30 days from the date of that denial to submit an appeal to the Board for consideration at the next scheduled Board meeting. Submission of a request for reconsideration or an appeal does not stay the MCLE submission deadlines or fee payments.

Please provide the following information regarding the course for which you are requesting that the Board reconsider its initial decision. Email this request for appeal/reconsideration to: mcle@mcleboard.org.

1. Provider or Attorney Name:

Address:

Contact Name:

Contact E-mail:

Contact Telephone:

2. Course Title:

3. Course Number (if any):

4. Course Date(s):

5. State the reason(s) given by the MCLE Board staff for denial of accreditation of this course:

6. State the reasons that the initial decision denying accreditation of the individual course was in error and why the individual course should be accredited (please include additional sheet(s), if necessary):

7. **REQUIRED ATTACHMENT to this form:**

Notification of denial of accreditation by MCLE Board staff.

As stated above, course appeals are based on the materials and information submitted by the provider in the initial application. New materials or information added after the course denial cannot be considered as the denial was based on the information presented with the application. New materials or information can be submitted as a new application with an application fee. Course applications can be submitted any time before the course start date.

Individual course applications cannot be submitted more than 60 days after the course start date. Submission of an appeal or request for reconsideration does not waive, toll or otherwise extend or excuse the provider from submitting the application and fee in accordance with the Board's policy for submission of course applications. That means that if the provider wishes to submit a new application, the application and fee must be submitted to the Board by the 60 day deadline.

8. **On behalf of Provider, I acknowledge that all information submitted on and with this form is true and correct.**

Provider representative's name and title (printed):

Date: