



Material Needed for MCLE Approved Events

Thank you for agreeing to coordinate an educational event/session for the Energy Bar Association. In order to have the program approved for MCLE, EBA will need the following information a minimum of 45 days prior to event day.

Today's Date: _____ Committee/Chapter: _____

Name of person completing this form: _____

Phone: _____ Email: _____

Event Title: _____

Event Date: _____

Address of Meeting: _____

City/State/Zip: _____

Is this meeting offered: _____ Conference Video Call _____ Webinar _____ In Person ONLY

Please include the following information when submitting for MCLE approval:

1. One-paragraph learning objective.
2. Speaker names, titles and affiliations.
3. Timed agenda (if the program is less than 90 minutes this is not necessary)
4. Sample handouts* and /or PowerPoint (can be in draft format)

**Needed specifically for applications to VA and IL. A few other states require handouts in advance.*

Specific states you request that EBA apply: _____

EBA must receive all material noted above, at a minimum of 45 days prior to event day, otherwise EBA cannot apply for MCLE.

Questions? Please contact Lisa Levine at EBA llevine@eba-net.org or 202-223-5625 x104

Thank you!