



## 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: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Physical Location of meeting: \_\_\_\_\_

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

Please include the following information when submitting for MCLE approval:

\_\_\_\_ One-paragraph learning objective.

\_\_\_\_ Speaker names, titles and affiliations.

\_\_\_\_ Timed agenda (if the program is less than 90 minutes this is not necessary)

\_\_\_\_ 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](mailto:llevine@eba-net.org) or 202-223-5625 x104

*Thank you!*