



PROFESSIONAL RESPONSIBILITY COURSE DEVELOPMENT CHECKLIST

GUIDING PRINCIPLES

In professional responsibility CLE, we focus on professionalism of behavior. Therefore, when developing course content, consider not what material “should be covered” but what the participants will learn to do, *e.g.*, “As a result of this participating in this course, the lawyer will be able to...”

Course developers should provide active learning experiences, such as hypotheticals or case simulations, in which participants apply knowledge or practice skills in furtherance of the learning objectives.

MINIMUM CRITERIA FOR PROFESSIONAL RESPONSIBILITY CREDIT

- The professional responsibility course or activity has **significant intellectual, educational, or practical content** with a primary objective to increase each participant’s competence as an attorney.
- The professional responsibility course or activity relates **primarily to the practice of law**.
- The substance of the professional responsibility course or activity is one or more of the following: **professionalism, diversity, mental illness and addiction issues (wellness), civility, and legal ethics**.

REMINDERS FOR COMPLETING ONLINE APPLICATION

- ✓ **Learning Objectives.** These describe why the course is being offered and explicitly show how the course relates one or more of the five categories of the professional responsibility CLE rule to the practice of law.
- ✓ **Faculty.** Facilitators qualified by education and experience to provide effective learning experiences for lawyers.
- ✓ **Credit Hour.** Based on 60 minutes; partial credit hours are rounded down to nearest quarter hour; and credit hours do not include breaks, introductory and closing remarks, keynote speeches or business meetings. A course shall include at least one-half hour of instruction.
- ✓ **Materials.** Written resource materials that support the course learning are provided to participants before or at the course.
- ✓ **Faculty are available to participants when the course is not offered with faculty in room with participants.** This may include participant phone access to qualified faculty; email or chat access to qualified faculty; or other faculty interaction access.