



2023 Annual Lavender Law® Workshop CLE Guidelines

CLE Materials

All accepted workshops MUST include speaker-provided CLE materials unless you receive specific approval to submit a proposal that will not be offered for CLE credit (write to Judi O'Kelley, judi@lgbtqbar.org, BEFORE the workshop submission deadline of February 28, 2023 for such approval.) You may continue to submit your CLE materials until May 1, 2023, but proposals which include some materials are preferred. **If your proposal is approved but you have no (or inadequate) CLE materials after May 1, 2023, the LGBTQ+ Bar reserves the right to rescind acceptance of your workshop.** We apply for accreditation in all jurisdictions that require CLE credits. Most accreditation boards recommend the following outline for accepted CLE programs:

1. Thorough, high quality instructional materials that appropriately cover the subject matter;
2. Current materials that directly, concisely, and adequately cover the subject matter;
3. **Original, legally-focused material** from one or more presenters (such as a well-fleshed out outline including legal concepts and citations, a detailed slide presentation (**note that such presentation cannot be displayed at the conference as we do not offer AV other than microphones, but materials can be accessed through wifi on personal devices**), etc.
4. Copyrighted material must come with the necessary permissions. It is the speaker's responsibility to provide the publisher's written permission.

We offer the following additional guidelines:

1. Primary sources, such as statutes, cases, etc., are considered supplemental and are insufficient on their own. If you wish to rely substantially upon primary sources rather than materials developed specifically for this program, you must also submit a separate

document which lists the primary source citations and provides 2-3 sentences of explanation of how that source elucidates the concepts that will be taught in the program;

2. Courses that focus on diversity, career development, or personal development generally must be accompanied by materials which have direct application to the practice of law AND must have a course description which reflects that legal application, in order to receive CLE credit (note that some jurisdictions will not approve such courses regardless);

3. If you believe that your workshop is eligible to receive any specialty credits such as ethics, D&I, professionalism, trial, etc., please write a paragraph describing how the program will address those issues, and specifically citing to any rules (particularly for ethics credits) which will be addressed during the presentation). For further information, please visit [Virginia's MCLE website](#). Scroll down to Regulation 103 "Standards for Approval of Programs" to view Virginia's criteria for CLE accreditation. As Virginia's CLE accreditation process is one of the strictest in the nation, this is a good standard for you to use in evaluating your materials and proposal before submitting.