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THE SUPREME COURT OF MINNESOTA
BOARD OF CONTINUING LEGAL EDUCATION
LAWYER REGISTRATION OFFICE

March 19, 2020

To: CLE Providers
From: Emily Eschweiler, Director, Board of Continuing Legal Education
RE: COVID-19 related program changes
Date: March 19, 2020

The Board office has received inquiries related to changes in programming in response to the impact of COVID-19. The purpose of this document is to address a few common topics.

1. Format changes: If the format of your program changes from a live in-person course to a live webinar or on-demand, please contact the Board office and we will make the change in our system. No additional fee will be charged unless the course format is changing to on-demand and a fee was not previously paid. In that situation, the Board office will issue an invoice for \$20. The on-demand course will be approved for two years. If seeking approval for on-demand, please also include responses to the following:

An On-Demand Course, as defined by Rule 2R, is "archived CLE programming that meets all the requirements of Rule 5A and is available to participants any time." Before applying for credit for On-Demand Courses, sponsors should review Rule 6D.

Yes ___ No ___ The course sponsor agrees to have one or more faculty members accessible to all participants via electronic or other means through the 24-month period during which the program is approved.

Yes ___ No ___ The course meets all other requirements of Rules 2, 5, & 6.

Delivery Method (check one): web-based audio tape videotape / DVD podcast other

2. Adding on-demand courses: To apply for credit for an on-demand course, please submit the course through the sponsor portal, or submit the course accreditation form. See <https://www.cle.mn.gov/course-sponsors-2/sponsor-application-for-course-accreditation/> for more details.\
3. Date change: If the program is postponed, we will change the date in our system for you at no additional charge.
4. Cancellation: Programs that have been approved in any format may be cancelled by contacting the Board office. We are unable to refund the accreditation fee, but if the course is rescheduled after the COVID-19 restrictions have been lifted, please contact our office to reactivate the course approval with the new dates.

If you have any additional questions that are not covered by the above, please contact the Board office at clestaff@mbcle.state.mn.us.