

**OBA POLICY CONCERNING THE USE OF A VIDEOCONFERENCING SERVICE TO
DELIVER MCLE APPROVED PROGRAMS**

1. All OBA Sections will complete and submit a copy of the Uniform Application for Accreditation of a CLE Activity to the MCLE office prior to the program, <https://www.okmcle.org/providers/forms>
 - MCLE Rules require that applications be submitted at least 45 days prior to the program. However, we will accept applications submitted in less time, as long as the application is submitted prior to the program.
 - The required attachments include a program agenda that identifies the times, subject(s) and speaker(s). We do not need to see a copy of the materials that will be made available to the attendees before the program. However, we do need to know the total number of pages, in what form the materials will be delivered to the attendees and when the attendees will receive those materials.
2. The maximum length of a CLE program using the videoconferencing service is 50-60 minutes.
3. The maximum number of remote participants using the videoconferencing service is 100.
4. At present, there will be no charge to Sections using the videoconferencing service for CLE programs.
5. Debra Jenkins and Doc Lattimore are responsible for the meeting set up.
6. Debra will request technical support from the IT department if there are any connectivity issues she or Doc cannot resolve.
7. The Section must designate someone to confirm and report attendance.
8. OBA members who are participating remotely must login to the videoconferencing service using their full name as it appears on the OBA Roster and their Bar number.
9. Remote participants must be visible during the entire CLE presentation.
10. It was recommended that a roll call of the remote participants be conducted at the conclusion of the program.
11. The attendance reporter must request the timed verification report from Debra. Debra will request the report from Robbin. Debra will send the report to the attendance reporter.
12. When the attendance reporter has confirmed the list of remote participants by visual confirmation, roll call and from the timed verification report, the reporter will post credit for all attendees to the OK MCLE website within 30 days.