

AS

MISSOURI MINIMUM CONTINUING LEGAL EDUCATION

Application By A Sponsor
For Accreditation of A Continuing Legal
Education Program Or Activity

DEC 08 2016

Return to: The Missouri Bar, Attn: MCLE, P.O. Box 2355, Jefferson City, Missouri 65102-2355.

Sponsor's Name Public Investors Arbitration Bar Association "PIABA"
Contact Person Robin S. Ringo E-Mail Address: rringo@piaba.org
Address 2415 A Wilcox Drive Norman, OK 73069
P.O. Box/Street City/State Zip
Telephone Number 405-360-8776 Fax Number 405-360-2083

(1) Title of Program or Activity: Law Office Technology From A to Z For the FINRA Arbitration Practice
(2) Date(s): December 15, 2016
(3) Location(s) of Program: Norman, OK

If a brochure outlining the course content, faculty, written materials and information requested in items (4)-(7) is available, please attach a copy of the brochure. Ordinarily a copy of the brochure should be sufficient to make a determination. An item in (4)-(7) should be answered only if the information is not contained in the brochure.

(4) Outline of topics by title, speaker and time allocated per topic (attach separate page if needed).

Table with 3 columns: Start/Stop Time, Topics, Speaker(s). Row 1: Please see attached, [blank], [blank]

(5) Materials to be distributed: Electronically, before, during, and after webcast

(6) If known, list other states with continuing legal education requirements which have approved this CLE activity: Applied in 15+ states

(7) To whom is this program offered (e.g. lawyers, accountants, doctors) Attorneys; Paralegals; Legal Assistants

Total number of credit hours requested: 1.67. Number of professionalism, ethics or malpractice prevention hours requested: N/A. Hours of credit shall be determined by the formula set forth below. The number of accredited hours is the maximum that may be acquired, only hours actually attended may be reported. For a definition of the types of instruction that qualify for professionalism, ethics or malpractice prevention credit, please see the reverse side of this form.

Minutes of Actual Instruction = Hours (Round to the nearest 1/10 of an hour)
50

The following may not be counted for credit: coffee breaks, introductory remarks, meal breaks, and business meetings.

An attorney should keep a personal record of his attendance at the program for the purpose of filing the Attorney's Annual Report of Compliance, Form 1, by July 31 of each year. The attorney or sponsor is not required to submit a certificate or other evidence of attendance at this program or activity to The Missouri Bar. For the obligations of a sponsor, see the reverse side of this form.

RETURN THE COMPLETED FORM TO:

The Missouri Bar
Attn: MCLE
326 Monroe St.
P.O. Box 2355
Jefferson City, MO 65102-2355

For Missouri Bar Office Use Only

X Approved Denied
Total Credit Hours 2.0
Professionalism Credit Hours 0

Returned for additional information. Please complete each item on form indicated by the number(s) circled.

1 2 3 4 5 6 7
Date: 12/08/16
By: [Signature]



**MCLE FACSIMILE TRANSMISSION
COVER SHEET**

326 Monroe St. - P.O. Box 119

Jefferson City, MO 65102

Phone: 573-635-4128

Facsimile: 573-635-2811

DATE: December 13, 2016

NO. OF PAGES (INCLUDING COVER PAGE): 2

TO: Robin S. Ringo

FAX NUMBER: 405-360-2063

FROM: MCLE

SUBJECT: Accreditation of CLE Program

- ❖ If there are problems with this transmission, please contact Lea Ann at 573-638-2220 for assistance.
- ❖ If you have questions regarding the credit hours for which the program was approved, please contact Sandra at 573-638-2256.
- ❖ If you are a sponsor of the program, please review the obligations of a sponsor for a program approved for Missouri MCLE set forth below:

OBLIGATIONS OF SPONSOR

By submitting this application, the sponsor agrees to comply with the requirements of the Supreme Court of Missouri Rule 15 and accompanying regulations including but not limited to:

1. Maintaining records of attendance at all programs and activities for at least three (3) years after the date of completion of the program or activity and making available to a record of attendance to an individual lawyer or his or her attorney upon request and to The Missouri Bar upon its request (Reg. 15.04.04(b));
2. providing each participant lawyer with the opportunity to complete an evaluation questionnaire at the conclusion of the approved program or activity and maintaining the questionnaires for up to one year pending a request by The Missouri Bar (Reg. 15.04.1(f));
3. conducting programs and activities which directly contribute to the professional competency of lawyers or judges and which have significant intellectual or practical content related to the development or practice of law, professional responsibility, or law office management (Rule 15.04(b)); and
4. The program or activity must be conducted in a comfortable physical setting conducive to learning.