

**APPLICATION FOR APPROVAL OF STRUCTURED MENTORING PROGRAM**

1. Organization Name:		
2. Program Name:		
3. Address:		
4. Telephone Number:	5. Email Address:	
6. Type of organization (check one):	<input type="checkbox"/> Profit <input type="checkbox"/> Nonprofit <input type="checkbox"/> Government <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Minority/Specialty Bar <input type="checkbox"/> Local Bar	
7. Is this in-house or on-the-job mentoring? <i>Note: In-house and on-the-job mentoring programs are not eligible for MCLE credit.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does the program charge the mentee a fee for mentoring other than an administrative fee that is in an amount designed solely to defray administrative costs? <i>Note: The mentee is not permitted to pay the mentor for mentoring.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No

**The Structured Mentoring Program is intended to achieve the following:** (Check all that apply)

- Foster professionalism, civility and collegiality in the legal community;
- Bridge the gap for new and transitioning attorneys;
- Promote inclusion and eliminate bias with respect to the practice of law;
- Encourage personal development, including the need for healthy work-life balance and awareness of mental health, addictions, and stress issues;
- Encourage professional development, including insights into the practice of law;
- Support the community through public service; and/or
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Structured Mentoring Programs Minimum Requirements.** Approved Mentoring Programs must require mentors and mentees to:

- (1) Attend an orientation meeting for which MCLE credit is not earned;
- (2) Sign a mentoring agreement;

- (3) Create a personalized mentoring plan that includes meetings on approved course subjects under APR 11(f);
- (4) Have face-to-face mentoring meetings related to the approved course subjects under APR 11 (f). Face-to-face meetings can be in person or via electronic means of communication; and
- (5) Provide an evaluation of the mentoring experience to the organization. The forms or the information from the forms must be retained for two years and provided to the MCLE Board upon request.

**Goals of Approved Structured Mentoring Programs.** Approved Structured Mentoring Programs should:

- (1) Strive to appropriately match qualifying mentors with qualifying mentees;
- (2) Assist mentors and mentees in creating a mentoring plan that will best serve them in achieving their goals; and
- (3) Provide support as needed to help mentors and mentees fulfill their responsibilities.

**I certify that the structured mentoring program meets the requirements of APR 11 and the MCLE Board’s Standards for Approving Structured Mentoring Programs for MCLE Credit. Our organization will notify the MCLE Board if there are any changes to the structured mentoring program or if the program is terminated.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Title of Applicant

\_\_\_\_\_  
Date

**Please attach program materials and sample forms to be considered for approval.**

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*For Internal Use Only*

Approved

Denied Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_