



## Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Oct. 17, 2002

7.2

Training

Co-Sponsorship of Training Programs

1. The Council may co-sponsor the training programs of other prosecutor offices, other agencies of the State of Georgia, Prosecutor Associations, Federal agencies, and other entities for the purpose of obtaining Continuing Legal Education (CLE) credits through the State Bar of Georgia.
2. A co-sponsored training program must be open to all prosecuting attorneys offices. This does not preclude the host organization from limiting attendance based on geographic area, skill level of the attendees, or to those offices that have jurisdiction to prosecute cases of a particular type.
3. In-house CLE programs will not be co-sponsored.
4. The Prosecuting Attorneys' Council must be listed as a co-sponsor on all announcements and notices regarding the training Program.
5. In order for a training program to be eligible for co-sponsorship by the Council, the requesting authority must, 60 days prior to the scheduled training, submit a written request to Director of Training containing the following:
  - a. A request letter containing the purpose of the training program, the date of the training and the location of the training.
  - b. A copy of the announcements regarding the training program reflecting the Prosecuting Attorneys' Council as a Co-sponsor.
  - c. A detailed agenda of the training program containing the title of each presentation to be presented during the training, and the beginning and ending time of each presentation.
  - d. A separate list of each topic indicating the type of CLE credit (i.e., General, Trial, Ethics or Professionalism credits) the requesting authority is seeking for the topic, and a description of the subject matter of the topic. The description must be specific enough to substantiate the request for the type of CLE credit requested.
6. The requests for co-sponsorship deemed of sufficient interest and benefit to the prosecutors of the State of Georgia will be approved for co-sponsorship. The staff shall process a request through the State Bar of Georgia for Continuing Legal Education (CLE) credits for the training program and will prepare a CLE affidavit for program. A copy of the CLE affidavit will be forwarded to the requesting authority to be distributed to the participants of the



# Prosecuting Attorneys' Council of Georgia

**Policies & Procedures**

**Approved Oct. 17, 2002**

**7.2**

**Training**

**Co-Sponsorship of Training Programs**

training program. It will be the responsibility of the requesting authority to make an appropriate number of copies of the affidavit for distribution to the participants at the time of the training.

7. Within 30 days following the training program, the requesting authority shall submit to the Director of Training a complete list of the participants of the training program.
8. The staff of the Prosecuting Attorneys' Council shall process the requests for CLE credits of the participants of the training program upon receipt of their fully executed CLE affidavit and accompanying payment.
9. The co-sponsorship of a training program, as outlined herein, is solely for the purpose of obtaining certification of Continuing Legal Education (CLE) credits for the training program. No reimbursements to the participants of such training programs will be made from the training budget of the Prosecuting Attorneys' Council. This does not preclude reimbursements by participants who are otherwise entitled to the payment of reimbursement.
10. Upon written request, the Executive Director of the Prosecuting Attorneys' Council may authorize the staff to provide additional support to a co-sponsored program.
11. Except as set out herein, the staff of the Prosecuting Attorneys' Council shall have no further duties regarding the planning, preparation, coordination, and presentation of the co-sponsored training program.