



# Office of Professional Regulation

OF THE SUPREME COURT OF IOWA

Judicial Branch Building ♦ 1111 East Court Avenue ♦ Des Moines, IA 50319

515-348-4670 ♦ [www.iowacourts.gov/opr/](http://www.iowacourts.gov/opr/)

## MEMORANDUM

**To:** CLE Providers  
**From:** Jessica Taylor, Assistant Director, Office of Professional Regulation  
**Re:** Accreditation of programs affected by COVID-19  
**Date:** March 16, 2020

In response to the impact the coronavirus/COVID-19 is having on large group gatherings, the Office of Professional Regulation of the Supreme Court of Iowa will be using the following procedures regarding continuing legal education (CLE) programs:

- Format changes.** Programs that have already been approved as “Standard (live)” programs (which means they were scheduled to be in-person), can be changed to other live formats, such as “Live Webinar” at no charge.
- Date changes.** If the program is postponed, we will change the date of the program in our system at no charge.

To request a format change or date change, please send an email to [cle@iowacourts.gov](mailto:cle@iowacourts.gov). For each course, please list the Iowa activity ID number, the date, the title of the program, and which action you are requesting.

- Canceled programs.** Programs that have already been approved in any format but are now being canceled can be canceled by logging in to your account at [www.iacourtcommissions.org](http://www.iacourtcommissions.org). From the “My Account CLE Sponsor” page, select “Clone or Cancel CLE Class.” You will see the programs you have submitted and can search by keyword at the top. When you find the program you wish to cancel, click “cancel” on the right.

Program Name: test program

Program Description:  
 Area Of Law: Any  Attachments:

Classes:

Activity Id	Start Date	End Date	City	Status	Approval/Denial Date	Credit Minutes Requested	Ethics Minutes Requested	Credit Hours Approved	Ethics Hours Approved	Basic Skills Course	Class Type	Cancel	Clone
342653	01/22/2020	01/22/2020		Approved		120	0	2.0	0.0	No	Standard (live)	<input type="button" value="Cancel"/>	<input type="button" value="Clone"/>

Unfortunately, we are unable to issue refunds for programs where the sponsor has already paid the accreditation fee and received accreditation, even if the program is canceled. If you have requests that are not covered above, please email or call our office at (515) 348-4670.