



Thank you for agreeing to submit an CLE and/ or information to the **Innovative CLE Solutions** platform and website www.innovativeclesolutions.com .

Below you will find our CLE Contributor criteria and documentation required to be included on this platform. **Innovative CLE Solutions** is an active education platform / website and will contain various topics for CLE in which to contribute.

CLE CONTRIBUTOR BIOGRAPHICAL DATA FORM

Name / Credentials: _____

Email Address: _____ **Website:** _____

Phone #: _____ **Present Title:** _____

Social Media: _____

Mailing Address: _____

Education (include basic preparation through highest degree held)

Degree	Institution (Name, City, State)	Major Area of Study	Year Degree Awarded
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CV attached: **Yes** **No**

Title of the CLE / Submission : _____

Biographical Data: Please refer to #2 under CLE Contributor Requirements on the next page. Be sure to submit your 2-3 sentence bio which will appear at the end of your CLE. Send this information via email to info@innovativeclesolutions.com.



In Witness Whereof, the parties have duly executed this agreement to be effective as of the first date of the term hereof.

Kirk Stange,
Owner, Innovative CLE Solutions, Inc.

CLE Contributor Name

Date

Date

CLE Contributor Requirements

1. CLE Contributor must complete and submit a signed copy of this attached Biographical Data Form with the initial CLE submission only. Additional offerings will utilize the original form unless information has changed; then it will be the CLE Contributor’s responsibility to submit such.
2. The CLE Contributor must submit a 2-3 sentence bio that will appear at with the CLE. In addition, please submit a photo in jpeg format. Both may be sent to info@innovativeclesolutions.com.
3. Any licensed professional submitting material for Platform must meet the following criteria: possess a current valid license and be free from any disciplinary action by a licensure board. The CLE Contributor must be knowledgeable, current, and skillful in the subject matter. In addition, the CLE Contributor must have validated experience in the subject matter; or experience in teaching/writing similar subject material within the past 2 years; or at least 1 year’s experience within the last 2 years in the specialized area in which they are teaching/writing.
4. An updated copy of the CLE Contributor’s curriculum vitae / resume is required with all current contact information.
5. CLE Contributor must cooperate with the Innovative CLE Solutions CLE Editor who may need to verify or clarify information in the CLE / work.
6. A signed copy of this agreement must be received prior to CLE being posted to the platform / website for any material, CLE / work.



CLE Requirements

1. Pictures, tables, figures, illustrations, and drawings are interesting to our readers; are encouraged; and are to be submitted in a jpeg or tif file format and or power point. This can be submitted via email. If not provided, our CLE copy editor will contact you to acquire such.
2. CLEs must be original works, free of copyright. If not, a separate statement regarding such must be submitted.
3. References must be predominantly less than 5 years old.
4. The CLE content must also be relevant to the practice of law, expert witness, legal nurse consulting and/ or business related to running a law firm; must be related to the scientific knowledge or technical skills needed for the practice of law, nursing; or must be related to direct or indirect law practice, legal nurse consulting or expert witness.
5. The final determination will be made by the CLE Editor in Chief and Innovative CLE Solutions will have sole discretion on space and length of all submissions as dictated by space in the newspaper.

Format Suggestions

1. We prefer CLEs / work to be delivered via email in Microsoft Word, or Rich Text Format (RTF), PDF, .MOV, . The following is a brief synopsis and examples of the format that we prefer. It is a modified APA format.
2. Use font Arial or Times New Roman size 12. Left justify the contents; indent the first sentence of every paragraph. **NOTE: single-space the contents; allow one space at the end of a sentence prior to the beginning of the next; PLEASE do not insert any page breaks.**
3. Length should be 60 – 120 minutes.
4. Center major headers as in the “Format Suggestions” shown above. The following is an example of the next level of header:



Sub-header

Quotations of less than 40 words are enclosed in double quotation marks. Example: “Example of direct quote” (CLE Contributor’s name, year of Platform, p. 123). Quotations of 40 words or more are set in a block format without quotation marks. The block quote is started on a new line, indented 5 spaces.

Paraphrased material example: Paraphrasing allows the writer to use the ideas of another, to represent another’s argument, and to give proper credit to the original CLE Contributor or CLE Contributor (Lawton, Cousineau, & Hillard, 2001). When a source has more than 2 CLE Contributor, list all the CLE Contributor the first time you cite the source. From then on, use the first CLE Contributor name and et al. as in the following example (Lawton, et al. 2001).

References

Book Examples:

Smyth, R. T. (1996). *Writing in psychology: A student guide* (2nd ed.). New York: John Wiley & Sons.

Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Internet Source Examples:

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from the EbscoHOST database.

Lawton, K. A., Cousineau, L., & Hillard, V.E. (2001). *Plagiarism: Its nature and consequences*. Retrieved September 27, 2001, from Duke University Guide to Library Research web site:
<http://www.lib.duke.edu/libguide/plagiarism.htm>

Journal Example:

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining CLE Contributorship credit and CLE Contributorship order on CLE Contributor-student collaborations. *American Psychologist*, 48, 1141-1147.

Platform

All submissions will be given the greatest consideration, but no guarantees will be made that the CLE / work will be published or streamed on www.innovativeclesolutions.com website. We do not endorse information contained in the CLE s/ work or advertisements and reserve the right to insert the word “advertorial” or “advertisement” when, in the publisher’s opinion, an advertisement resembles editorial material. Deliberate attempts to stimulate editorial format are not permitted.

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CLE Contributor’s acceptance of this agreement will also constitute your agreement that the CLE / work contains no material from other copyrighted or unpublished works that have been used without the written consent of the copyright owner and/or of the owner of any other rights to or in such other CLE s/ works, and that you will obtain any such written consent as maybe required and deliver to us.

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If in the event that Innovative CLE Solutions, LLC must go to court to enforce or defend the terms of this agreement; or if any such claim, action, or proceeding is instituted, Innovative CLE Solutions shall promptly notify the CLE Contributor, who shall fully cooperate in the defense thereof. CLE Contributor further agrees to indemnify Innovative CLE Solutions, Inc., its owners, employees, licensees and distributors of and from all charges, liability cost, expenses or damages of any kind, including reasonable attorney fees, payable by Innovative CLE Solutions, LLC, or which Innovative CLE Solutions, LLC, may incur or sustain by reason of any of the foregoing.

The terms of this agreement, and all parties’ rights as set forth in it, will be determined in accordance with the laws of the State of Missouri.

In the event that there is more than one CLE Contributor, it is understood that, unless otherwise noted, the first CLE Contributor to sign below is the primary CLE Contributor and has full CLE Contributority to act on behalf of the other CLE Contributor(s) in any matter arising from this agreement, including but not limited to review and approval of the edited CLE / work.

Thank you.

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Kirk Stange
Owner