



Commonwealth of Puerto Rico
GENERAL COURT OF JUSTICE
Supreme Court of Puerto Rico
 Continuing Legal Education Program

NOTIFICATION OF REPETITION, CHANGES OR CANCELATION OF AN APPROVED COURSE

Notification of: Repetition / Changes / Cancelation | Change(s) in : Date Time / Location / Cost / Resources / Materials

Instructions:

- Complete all spaces and indicate N/A where not applicable.
- Should you need additional space, you may use the Complementary Sheet (OAT Form 1413).
- Include all documents with the changes, as well as any other document required under the Program Rules.
- Incomplete notifications lacking information or documents will be returned and deemed as not filed for purposes of the Rules, including the applicable deadlines.
- If you wish to receive a mailed notice, please include a self-addressed, stamped envelope.
- Submit this document to the Program Office located on the 7th Floor of the Office of Courts Administration, 677 César González Street, San Juan, Puerto Rico. You may also send it by mail to the CONTINUING LEGAL EDUCATION PROGRAM, PO BOX 190917 SAN JUAN, PR 00919-0917, or by fax at (787) 641-6602.
- For additional information, call (787) 641-6604.

PART I. TO BE COMPLETED BY THE PROVIDER

A. General Information of Provider

1. Name: _____
2. Mailing address: _____
3. E-mail: _____ 4. Telephone: _____ 5. Fax: _____

B. Course Information

1. Title: _____
2. Approved course code assigned by the Program: _____
3. Indicate course date, location, time, cost, speaker, and total credit hours as originally approved by the Program:

4. Indicate date(s), location(s), time(s), cost(s), and speaker(s) of course repetition(s):

5. Indicate the date of the course that was canceled (if applicable): _____
6. State the reasons for the changes or course cancellation (if applicable):

7. Attachments: (Include applicable documents according to approved course changes)
- Draft of the brochure or notice of the course
 - Detailed outline, including time allotted per topic (only if there are changes in course program)
 - Curriculum vitae of each resource (only if there are changes)
 - Copy of educational materials to be distributed to participants (if there are changes or if not previously submitted)
 - Other (state): _____

C. Certification

I hereby certify that the information provided here is true and correct, as well as the content of the documents attached to this petition. I understand that this information and the documents are subject to verification. I have complied with all the requirements applicable to this procedure under the Rules of the Continuing Legal Education Program. Likewise, I am aware that if any falsehood or fraud is discovered in connection with the statements I have made here, my petition will be denied or the approval revoked. I guarantee that the course will be offered as approved by the Program and agree to comply with the requirement on effective disclosure of the course repetition hereby notified.

 Name of Director, Provider, or his/her Authorized Representative Position Signature Date (M/D/Y)

