

**REQUEST FOR APPROVAL OF CONTINUING  
EDUCATION ACTIVITY NOT LISTED IN GAL 403.03**

*[This form is provided for the assistance of GALs wishing to claim continuing education credit for activities of a type not listed in Gal 403.03. As an alternative to the use of this form, GAL's requesting approval for such activities for the purposes of continuing education may submit any other writing that provides the information required by Gal 403.06]*

**Please Note**

◆ ***Approval must be obtained to use activities other than those listed at Gal 403.03 for continuing education credit. Items normally accepted for credit under Gal 403.03 generally include the following [consult rules for specific requirements]:***

- (a) *Attending a GAL certification course in addition to that originally taken to obtain certification*
- (b) *Attending a review course sponsored by the Board*
- (c) *Attending a training session that has been approved by the Board*
- (d) *Serving as an instructor in a course or training session listed in (a), (b) or (c)*
- (e) *Serving as an instructor or mentor in certain supplemental training, supervised training or supplemental education*
- (f) *Attending an activity approved under Supreme Court Rule 53 (NH Continuing Legal Education rules) that meets certain requirements*
- (g) *Serving as an instructor in an activity under (f) above*
- (h) *Receiving a grade of "B" or better in a college/university class or course that meets certain requirements*
- (i) *Serving as an instructor in a class or course under (h) above*
- (j) *Serving as a presiding officer or investigator in a matter before the Board*

◆ ***Requests for approval of an unlisted activity may be made before or after the activity has occurred but should normally be submitted well in advance of actually claiming the activity for credit. Doing so will allow the Board to consider whether the activity qualifies for credit and help to avoid the possibility that the item will not be accepted toward the applicant's continuing education when claimed. If you have not received approval of an unlisted activity for use as continuing education credit at the time of an***

*application for new certification, a request for such approval must be included with your application materials. The Board is not required to grant the request, nor is it required to grant the number of continuing education credits sought. If the Board does not do so, it is possible that the applicant will fail to meet continuing education requirements for renewal.*

- ◆ *It is the obligation of the applicant wishing to claim an unlisted activity for credit to submit the request for approval to the Board. See Gal 403.06 (b) (2). Approval by the Board of an unlisted activity simply constitutes approval for the person making the request to count the activity toward his or her continuing education. It does not constitute a determination that the person in fact engaged in the activity; an approval for persons other than the GAL making the request to list the activity for credit, nor a determination that similar activities conducted at another time will likewise be approved. See Gal 403.06 (d).*
- ◆ *Separate requests should be submitted for approval of each unlisted activity.*
- ◆ *Persons wishing to seek approval of training sessions for GALs which would generally be accepted by the Board as qualifying for continuing education credit under Gal 403.03 (c) may petition for approval of such training under Gal 403.04. If the Board has approved a particular training session for credit under Gal 403.04, GALs may normally claim that session for credit without submitting this or a similar request for special approval.*
- ◆ *The above, and other information provided on this form, is intended only as a generalized synopsis of certain continuing education requirements and is not a verbatim recitation of the rules. See Part Gal 403 for specific requirements regarding continuing education.*

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1. Name of person making request: \_\_\_\_\_
2. Does this activity:
  - A. Simply involve independent reading or study by the person claiming the credit?  
 Yes  No

*Note: If you answered “yes” to this question, the activity would not qualify for credit unless it is an activity approved for continuing legal education under New Hampshire Supreme Court Rule 53 which meets the requirements of Gal 403.02 (a), (c), (d), and (e). See Gal 403.02 (b) and Gal 403.03 (f), (g). Rule 53-approved approved activities that meet*



- The sponsor is a person or persons and I have attached the curriculum vitae of each person to this request [*Curriculum vitae of each is required. See Gal 403.06 (c) (3)*]
- The sponsor is an organization or entity other than an individual and I have completed Item 5. D. below

D. If the sponsor is an organization or entity other than an individual, please provide:    Check here if question not applicable:

(1) A description of the organization or entity:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(2) A description of the purpose of the organization or entity:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Regardless of whether the sponsor of the activity is an organization, an individual, a number of individuals or another entity, please provide the following [*attach additional pages as needed*]:

A. The name or names of the person or persons who will actually be presenting, or who actually did present, the activity:  
 \_\_\_\_\_

B. A description of the professional qualifications of the person or persons who will actually be presenting, or who actually did present, the activity [*If curriculum vitae is attached, it is not necessary to paraphrase. State "see curriculum vitae"*]:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Please provide a summary of the reasons that the activity is believed to qualify for continuing education credit under the standards set forth at Gal 403.02. [*Attach additional pages as needed. See Gal 403.02 for specific requirements. Generally, continuing education claimed for credit must relate to activities undertaken by*

