



Application of Approval of CLE Course

The application for approval of a CLE course may be submitted for programs not offered and conducted by Accredited Providers. Providers are strongly encouraged to file applications for their own programs. Although applications filed by individual lawyers are accepted it is recommended that the provider file.

Completed applications should be sent to the address provided and accompanied by a detailed course agenda and a non-refundable \$25 application fee. PACLE will review the program and inform applicants of course status. This process takes approximately one week from receipt.

Printable Form Instructions:

The application is available to complete and print online. Click on the different sections of the form to begin typing. Use the tab key to advance to the next section.

Please print when complete and return the completed application to the PACLE Board with:

- \$25 application fee made payable to the PACLE Board
- A program agenda or course brochure

Upon receipt and review, PACLE will notify the applicant of the status of the course within approximately one business week.

Thank you.

The Supreme Court of Pennsylvania Continuing Legal Education Board

Pennsylvania Judicial Center • 601 Commonwealth Ave • Suite 3400
PO Box 62495 • Harrisburg, PA 17106-2495 • (800) 497-2253 • www.pacle.org



Application for Approval of CLE Courses

Application to the State of _____

Please Check One:

KH _____

1. Sponsoring Organization Information

Is the Provider: Profit Non-Profit

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

MCLE State Notification of Accreditation To be completed by the PA Accreditation Department-

Course: # _____

Date: _____

2. Title of Educational Activity _____

The following action has been taken on this application:

3. Date(s) _____ Location(s) _____

_____ Approved for a total of:

4. Registration Fee _____ 5. Writing Surface Available Yes No

_____ CLE Credits including:

6. Methods of Presentation

Faculty in Room with Participants Telephone to Broadcast Site Live Web Cast

Interactive Video Satellite Other: _____

Audio Presentation Videotape Presentation _____

Internet On-Demand (Interactive) Discussion Leader present _____

_____ Ethics Credits

_____ Not Approved

_____ Other Regulator Comments:

7. Type of Law Code(s) available for review: www.pacle.org

1. _____ Additional Code Option 2. _____ 3. _____ 4. _____

Degree of Difficulty: Beginner Intermediate Advanced All Levels

8. Advertised to Lawyers Clients Others- Specify _____

9. List any admission restrictions: _____

10. In-House Activity Information (See local rules for applicability)

Open/Publicized to Outside Lawyers Yes No

Outsiders are _____% of Faculty & Clients are _____% of audience

If not open, please specify reason: _____

11. Method of Evaluation: Participant Critique Independent Evaluator None Other: _____

12. Materials Description

Total Pages: _____ Loose Leaf Bound No Materials supplied

Distributed: _____ Before Program At Program Other: _____

13. Required Attachments to this Application

- a. Time Schedule/Agenda (brochure, outline, description)
- b. Table of Contents
- c. Faculty Description if not included in the brochure/description
- d. Application Fee - \$25 payable to the PACLE Board

14. Credits Requested- Indicate minutes of instruction*

*not including breaks, meals, or introductions (60 minute hour):

Substantive _____

Ethics _____

Total _____

15. Accreditation by other States

Granted _____

Denied _____

16. Submitted by Course Sponsor Individual Lawyer

Sign Here X _____ Date _____

Please Complete and sign Applicant Information

Applicant Information (please print)

Sponsor Representative

Name: _____

Title: _____

Complete the following if filed by individual attorney:

Attorney Name & ID # _____

Address _____

City _____ State _____ Zip _____

Contact Number _____

Email _____

Please return to:

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