



## Teaching Credit Form

The teaching activity form should be submitted to the PACLE Board when the lawyer is seeking credit for preparation related to teaching a Continuing Legal Education (CLE) activity.

Teaching credit for preparation will be granted only one time for a course for which the lawyer has prepared quality written materials. Repeat presentations of the same course will be awarded credit only for the time spent at the course.

For courses where the lawyer was a faculty member not offered by an accredited provider, the lawyer should complete the form after the course has been reviewed and approved by the PACLE Board using the Application for Approval of CLE course or activity.

For additional information regarding teaching credit, see Rule 108 and Regulation Section 5 or contact the PACLE office at (800) 497-2253.

The Supreme Court of Pennsylvania Continuing Legal Education Board

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



# Teaching Activity Application for Course Preparation Credit

Use this application if you are requesting credit for course preparation for teaching activity as described in Regulation 5b below.

BA \_\_\_\_\_

1. Name of attorney (instructor) \_\_\_\_\_

2. Attorney I.D. Number \_\_\_\_\_

3. Provider who sponsored activity in which teaching occurred \_\_\_\_\_

4. Title of Program in which teaching activity occurred \_\_\_\_\_

\_\_\_\_\_

5. Date of teaching activity \_\_\_\_\_

6. Location \_\_\_\_\_

### Course Preparation Credit

**NOTE:** If this was an initial presentation, write the same amount of credits on line 7a.

If this was a repeat presentation, write '0' in the blanks.

7. Number of hours spent presenting      Substantive \_\_\_\_\_      Ethics \_\_\_\_\_

7a.      Substantive \_\_\_\_\_      Ethics \_\_\_\_\_

8. Additional hours spent attending      Substantive \_\_\_\_\_      Ethics \_\_\_\_\_

(time not spent teaching)

9. Total Hours: SUM OF 7, 7A, AND 8      Substantive \_\_\_\_\_      Ethics \_\_\_\_\_

Pa. R.C.L.E. Regulation 5: (b) Teaching Activity. The Board may assign credit to teaching activities involving courses accredited under the rules and these regulations upon written application describing the teaching activity. The Board will provide forms to be submitted for the approval of teaching credits. Credit for teaching activities will be given on the basis of two hours credit for each hour of presentation where the applicant has prepared quality written materials for use in the presentation. Credit for repeat presentations or presentations without such materials will be given only for the actual time of presentation.

The fee in the amount of \$1.50 per credit hour must be submitted and made payable to the PACLE Board. This \$1.50 is also required for each half hour increment.

\_\_\_\_\_  
Signature of Course Provider      Signature of Instructor/Applicant      Date

Please return to:

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