



## Accreditation of Distance Learning Providers

Providers offering distance learning programs for PACLE shall achieve Accredited Provider (presumptively approved) status by demonstrating that five (5) courses or programs meet the standards outlined for distance learning courses.

Once approval has been granted for five programs, providers may then be recognized as an Accredited Provider and their course offerings will be considered presumptively approved, under the condition that programs continue to adhere to established PACLE Board standards. Existing Accredited Providers shall be subject to the same review conditions for five (5) distance learning courses before proceeding with presumptive approval for other distance learning offerings.

### The following conditions and instructions for distance learning programs are provided:

- A Request to Participate in PACLE's Distance Learning Programs shall be filed with the PACLE Board. This formal request shall be completed by the provider and mailed to PACLE along with any required attachments and fees. This request shall serve a dual purpose as the application form for the requisite (5) programs for Accreditation and the Accredited Provider Application form. After the filing of this form, all subsequent CLE course reports shall be electronically filed with PACLE.

- There will be a non-refundable application/accreditation review fee of \$150 per course. (Once a provider has received approval for five (5) distance learning programs and Accredited Provider status has been granted, courses filed with PACLE do not require the application fee.)

- Once granted Accredited Provider status, course sponsors shall electronically file course information to PACLE in a format established by the Board. Course information includes, upcoming course notifications, attendance rosters and course evaluation data. Following the accreditation review and approval of the first five (5) distance learning programs, a provider will be conditionally accredited pending the successful test of paperless file submission.

- Provider Reporting Requirements:

*Courses-* Accredited Providers shall file with the PACLE Board an announcement of CLE activities and program availability. Approved distance learning courses will be posted on the approved courses page of this website. CLE credit will only be granted for programs that are pre-approved by the Board.

## The Supreme Court of Pennsylvania Continuing Legal Education Board

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*Attendance-* Approved course sponsors shall agree to submit to PACLE, on a monthly basis, a request for CLE credit for each lawyer who has successfully completed pre-approved distance learning programs during the previous thirty (30) days. Attendance shall be reported in a format determined by the Board. (EXPRESS or ASAPNexus) The provider, at the time attendance is filed, shall pay the attendance fee payment of \$1.50 per credit hour, per lawyer. Payment option will be established upon the filing of the Request to Participate in PACLE Distance Learning Programs.

*Course Evaluation-* The Board has established standardized evaluation information to be provided by all approved distance learning providers. The assessment data from attendees shall be collected, summarized and electronically transferred by the course provider to the PACLE Board.

### Other Provisions:

• Courses must provide mechanisms to ensure interactivity and permit the attendee to participate or react with the presenter, other attendees, or with the educational software itself based on responses by the participant. Course participants must complete the program in such a manner that certification of attendance is controlled by the provider. The following methods are provided as examples of how providers may monitor course participation:

- Periodic Quizzing
- Response Tracking
- User Prompts
- Final Test Instant Messaging
- Participant Chat Session(s)
- Web Logs
- User Navigation Monitoring
- Time Recorders

The PACLE Board will not undertake the difficult and indeterminate task of providing a precise definition of interactivity. Specific implementation of all of the above is not required; however, regular incorporation of interactive elements is sought.

- Providers will inform participant, prior to taking the course, of minimum and/or recommended system requirements to access program.
- The course shall provide high quality written instructional materials. These materials may be available for download, or otherwise furnished, so that the attendee will have the ability to refer to such materials during, and subsequent to, the program.
- The presentation should include audio and/or video components so each attendee will have the ability to hear and/or see actual presentations made by speakers.
- Distance Learning programs must be pre-approved.

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## PACLE Distance Learning Course Evaluation Summary EXAMPLE

The assessment data from attendees shall be collected, summarized, and electronically transferred by the course provider to the PACLE Board.

<b>Course Evaluation Summary</b> <b>Average Cost of Course: \$35.00</b>
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Number of Attendees:	Failed to meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Excellent	Total
Overall Quality			3	3	4	10
Written Materials	1	1	2	4	2	10
Instructors			1	4	5	10
Ease of Use					10	10