



Accreditation of Distance Learning Providers

Continuing Legal Education in Pennsylvania will only be as strong as its Accredited Providers. For this reason, the CLE Board places a heavy emphasis on provider relationships, attorney service and ensuring quality administration of the rules and regulations for CLE. Because distance learning programs in Pennsylvania must be offered by Accredited Providers or Accredited Provider applicants we are committed to coordinating the application process with course providers and making things straightforward, understandable and easy. If your organization is interested in having its distance learning courses approved by becoming an accredited provider, please review the information below. If you have additional questions, please contact PA CLE Provider Coordinator, Nate Graham at ngraham@pacle.org.



Providers seeking to offer accredited distance learning for PA CLE credit must file the [Application for Approval as a Distance Learning Provider](#) with the Board along with appropriate fees and supporting information. The application will serve as a request for approval of the requisite programs required for provider accreditation and as the application for approval as an Accredited Distance Learning Provider.

To be eligible for CLE approval in Pennsylvania, distance learning programs must be offered by Accredited Providers or Accredited Provider applicants.

Accredited Provider applicants may file for approval of initial program(s) on the Application for Approval as a Distance Learning Provider. PA CLE will review the application and providers may be conditionally approved as an Accredited Provider of Distance Learning if courses are determined to meet the Board's standards. Providers may use programs conducted during the current and prior calendar year as part of the requisite five (5) programs needed for provider accreditation. At least one program must be included on the application.

After the application is filed and courses are deemed acceptable, a member of the CLE staff will contact you to schedule an Accredited Provider Orientation. This training provides general information on PA CLE rules, policies and procedures and serves as a positive introduction to the provider/regulator relationship.

Provider Accreditation Information and Instructions

- The Application for Approval of Distance Learning Programs should be completed and filed with the CLE Board along with required enclosures.
- A non-refundable application/review fee of \$150 per course for the initial five (5) programs is required. Once a provider has been granted approval as an Accredited Distance Learning Provider, courses filed with PA CLE do not require an application fee.
- After an initial program is deemed to meet the Board's standards for distance learning accreditation, a provider may be conditionally approved until the requisite five (5) programs are filed for full accreditation.
- At least one of the five (5) programs will be reviewed by PA CLE staff in a hands on manner to determine final accreditation and full recognition as an Accredited Provider of Distance Learning.
- Accredited Providers of Distance Learning agree to follow applicable PA CLE rules, regulations, accreditation standards and reporting procedures. Reporting procedures are made available through online services and automated filing, including:
 - Course Notification: Accredited Providers shall file an announcement of their CLE programs with the CLE Board. Live events offered via distance learning should be filed at least 30 days prior to the program. Approved distance learning programs will be posted on www.pacle.org
 - Attendance Reporting: Accredited Providers shall file attendance for each lawyer who has successfully completed distance learning programs within (30) days of completion of the program. Attendance shall be filed electronically along with the \$1.50 per credit hour, or any portion thereof, per lawyer.

Course Evaluation: The Board has established a standardized evaluation format for distance learning programs. This information shall be collected, summarized and transferred by the provider to the PA CLE Board. Example:

Number of Attendees: 10	Failed to Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Excellent	Totals
Overall Quality			2	2	6	10
Written Materials		1	1	3	6	10
Instructors				2	8	
User Experience				1	9	10

- Distance Learning providers not previously Accredited in Pennsylvania must complete a training administered by the PA CLE staff. This orientation will include: Rules, regulations, policy, provider reporting requirements, accreditation standards and attorney compliance information.

Other Provisions

- Providers are reminded that the CLE Board emphasizes the importance of engagement in distance learning programming. The Board recognizes high levels of interaction that can be achieved through ubiquitous video streaming services and encourages the use of these technologies to maximize the educational experience.
- Courses must provide mechanisms to ensure interactivity and permit the attendee to interact with the presenter, other attendees or with the educational software itself based on responses by the participant. Participants must complete the program in a manner where certification of attendance is controlled by the provider. The following methods are provided as examples of course monitoring:
 - Periodic Quizzing
 - Video Monitoring
 - User Navigation Monitoring
 - Response Tracking
 - Chat Sessions/Messaging
 - Time Recorders
 - User Prompts
 - Web Logs
 - Final Tests

The PA CLE Board does not undertake the indeterminate task of issuing precise definitions of interactivity. Specific implementation of all of the above is not required, but incorporation of technology to ensure a positive education experience is desired.

- Providers will inform participants of the minimum and or/recommended system requirements prior to accessing the program
- Courses should provide high quality written instructional materials. These materials may be available for download or otherwise furnished so attendees will have the ability to refer to such material during and subsequent to the program.