



Provider Request for Approval of PACLE Distance Learning Programs

Providers seeking to offer distance learning courses should complete this form and return to PACLE with appropriate enclosures. *This form will act as an application for up to five (5) distance learning programs and as an Application for Accredited Provider Status.*

Providers considering offering distance learning courses agree to follow the standards, reporting conditions and all applicable Rules & Regulations of PACLE. Providers receiving approval for five (5) distance learning programs may be granted Accredited Provider status and their courses shall be presumptively approved under the condition that programs continue to adhere to established PACLE Rules, Regulations and Procedures.

Upon receipt of this request, PACLE will begin the accreditation process and notify you regarding the accreditation of your courses and your provider status. Your organization will also be contacted with instructions for the electronic filing of course reports and for arrangement of a paperless processing test exercise. Additional information on PACLE, and the conditions for computer based CLE delivery methods may be found at www.pacle.org.

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



Provider Request for Approval of PACLE Distance Learning Programs

Part One- Provider Information

Name of Provider

Website

Street Address or PO Box

Contact E-mail

City

State

Zip

Telephone

Fax

Part Two- Program Approval

Accredited CLE Provider status may be granted at the discretion of the Board once the provider has demonstrated that five (5) programs of CLE meet the standards set forth in the Rules and Regulations for CLE in Pennsylvania and act in accordance with the distance learning standards.

Course Title	CoSponsor/ Content Provider	CLE Credit Hours Requested ¹		Degree of Difficulty ²	Delivery Method ³	Cost of Course
		Substantive	Ethics			
1						
2						
3						
4						
5						

***KEY**

1. PACLE accredits only programs that are at least one hour long; in addition, we accredit only in 1/2 hour increments
2. Degree of Difficulty: Degree A = Advanced; I = Intermediate; B = Basic
3. Delivery Method: Please indicate Internet, CD-Rom, Webcast, etc.

For review purposes, PACLE requires access to all submitted programs. Please provide the following information for PACLE access:

PACLE Login

PACLE Password

Other authorization information (if necessary)



Part Three- Fees and Payment Authorizations

Until approval has been granted for five (5) programs and Accredited Provider status assumed, distance learning/computer-based courses require a non-refundable application fee of \$150 per program. Subsequent to approval as an Accredited Provider of PACLE, attendance fees for the distance learning courses shall be paid through direct debit or by check. For providers selecting Payment Option A: Direct Debit, PACLE provides assurance that, unless otherwise directed by the provider, all direct debit transfers will be made only for the amount designated by the provider for the specified transaction as indicated on the provider transmittal documentation. Please check one of the following payment options.

Payment Option A: Direct Debit Authorization

Financial Institution Information (Please attach a deposit ticket or voided check for verification)

Type of Account: Checking Savings

Depositor Account Number

Financial Institution Name

Street Address or PO Box

City

State

Zip

Telephone Number

Financial Institution Routing Number

(Obtain from your attached deposit ticket, left side of voided check, or contact your financial institution)

Authorization

I hereby authorize and request the Pennsylvania Continuing Legal Education Board (PACLE), to direct transactions from the account indicated at the financial institution designated above, and I further authorize the financial institute to debit/credit such account without holding the financial institute responsible for the correctness of the amount. This authorization will remain in effect until I initiate the required stop action in such time and in such manner as to allow the PACLE Board a reasonable opportunity to act upon it. I agree to notify the PACLE Board if I wish to change the designated financial institution or account to which the transaction occurs, 30 days prior to the effective date of such change.

Authorization Signature

Date

Providers not opting for direct debit payment may send appropriate attendance fees via check, made payable to PACLE. Subsequent payments by check for attendance fees, as outlined in Part Four: Acknowledgments, will require a Transmittal Form. An example of the transmittal form and its required information will be provided for your organization's paperless processing test exercise.



Part Four- Acknowledgments

Submission of this form to the PACLE Board is deemed acceptance of existing PACLE standards and acknowledgment to comply with aforementioned and all applicable PACLE Rules, Regulations and conditions. PACLE reserves the right to revoke program or provider status in the event of violation by provider. Additional information on distance learning and the Rules and Regulations for CLE in Pennsylvania may be accessed at www.pacle.org.

- 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 course 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 so the provider controls participation and certification of attendance.
- The presentation should include audio or video components all attendees will have the ability to hear or see actual presentations made by speakers.
- Course sponsors shall electronically file CLE course information to PACLE in the format established by the Board.
- Approved course sponsors shall submit to PACLE, on a monthly basis, an attendance report for each lawyer who has successfully completed distance learning programs during the previous thirty (30) days. Attendance shall be reported in a format determined by the Board.
- The provider, at the time attendance is filed, shall pay the attendance fee payment of \$1.50 per credit hour, or any portion thereof, per lawyer.
- The Board has established a standardized evaluation questionnaire to be implemented by all approved distance learning providers. This evaluation data provided by attendees shall be collected, summarized and electronically transferred by the course provider to PACLE.

I affirm that I have read and agree to comply with all Rules and Regulations of the Supreme Court of Pennsylvania Continuing Legal Education Board. I acknowledge that failure to do so may result in penalties as per Section 11(c) and revocation of accredited provider status.

Authorized Sponsor Signature

Date

Part Five- Attachments to this Form

- Financial Institution/Account Documentation - Providers opting for direct debit payment must include a deposit ticket or voided check.
- Application Fees – Providers opting to pay by check, please make payable to PA CLE, for \$150 per program listed in Part Two of this form.
- Financial Hardship Policy - Effective September 1, 2000, Accredited Providers for PA CLE are required to maintain a Financial Hardship Policy for attorneys who wish to take CLE, but are unable due to cost considerations. Unless already on file with PA CLE, applicants must include a copy or description of their organizations Financial Hardship Policy in order to receive Accredited Provider status. (Examples available on request.)
- Technical Media (If applicable) – Providers seeking approval for interactive CD-ROM courses shall include an accessible edition of the educational software or CD.