



APPLICATION FOR APPROVAL AS A DISTANCE LEARNING PROVIDER FOR PA CLE

Providers seeking to offer distance learning courses should complete this form and return to PA CLE 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.*

Only distance learning courses conducted by Accredited Providers or Accredited Provider applicants may be taken for CLE credit in Pennsylvania.

Accredited distance learning providers agree to follow the accreditation standards, reporting procedures and applicable rules and regulations for CLE in Pennsylvania.

Providers seeking to have their programs approved may file this application with the CLE Board along with required enclosures and fees. This form serves as an application for five (5) requisite distance learning programs and as the Application for Accredited Provider Status.

Application Instructions:

- Providers may use programs conducted during the current and prior calendar year as part of the five (5) requisite programs needed for distance learning provider accreditation.
- These programs may be approved if they are determined to meet the standards for distance learning accreditation and would otherwise have been approved if conducted in a live classroom setting.
- After this 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 straightforward information on CLE in Pennsylvania, electronic filing training and accredited provider procedure.
- Applicants may receive conditional approval as an accredited distance learning provider until a member of the PACLE staff reviews at least one (1) distance learning program.
- Full accreditation and presumptive approval of future courses may be granted thereafter.

Additional information on conditions for computer based CLE delivery in Pennsylvania may be found in the

Provider section of 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	CLE Credit Hours Requested ¹		Degree of Difficulty ²	Delivery Method ³	Delivery Method Explanation ⁴	Cost of Course
	Substantive	Ethics				
1						
2						
3						
4						
5						

- *KEY
1. PACLE accredits only programs that are least 60 minutes in length. After the first hour, we accredit in half hour increments (rounded down to the nearest half hour)
 2. Degree of Difficulty: Degree A = Advanced; I = Intermediate; B = Basic
 3. Delivery Method: Please indicate synchronous (live webcast / teleconference) or asynchronous (on demand / pre-recorded)
 4. Courses must provide mechanisms to ensure interactivity and participants must complete the program in a manner where certification of attendance is controlled and reported by the provider. Please include a description of how your courses meet these requirements

For review purposes, PACLE requires access to all submitted programs. For retroactive approval, please provide course materials for programs listed above. If submitting for approval of an upcoming synchronous program, please email a meeting invite. For asynchronous programs, email a link to access the recording. Both should be sent to Nate Graham, Provider Relations Coordinator at ngraham@pacle.org.



Part Three- Fees and Payment Authorizations

Accredited providers agree to report Pennsylvania lawyer's attendance to the CLE Board and pay the \$1.50 per credit hour attendance fee. This payment can be made via Direct Debit Authorization (ACH) through the CLE Board's reporting website or by check (credit cards are not accepted). For providers selecting Direct Debit payment (recommended) PACLE provides assurance that all direct debit transfers will be made only for the amount designated and only after authorization by the provider.

Please note: The \$150 per course accreditation fees can not be paid via direct debit.

Please complete the following information for Direct Debit Authorization. Direct Debit is the recommended secure payment option as it provides faster posting of CLE credits for attendees.

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 with-out 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 PA CLE. 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 during the Provider Orientation.



Part Four- Acknowledgments

The CLE Board is committed to a productive and cooperative relationship with Accredited Providers. We have developed automated tools and services to make reporting fast, easy and secure. We welcome you as an Accredited Provider of CLE in Pennsylvania and thank you for joining us in our commitment to provide quality education and service to lawyers.

By filing this application, your organization acknowledges and agrees to comply with applicable PA CLE rules, regulations, accreditation standards and reporting procedures for accredited distance learning providers. The PA CLE Board reserves the right to revoke program or provider accreditation in the event of violations by the course provider.

Additional Acknowledgments: As an Accredited Provider of Distance Learning we will:

- a. Electronically file upcoming CLE Course Information to the PA CLE Board through the Board's electronic reporting website.
- b. File an attendance report to the PA CLE Board including the attorney names and ID numbers for each lawyer who has successfully completed distance learning programs during the previous thirty (30) days. This information is also filed through the CLE Board's electronic reporting website.
- c. Pay the attendance fee of \$1.50 per credit hour, or any portion thereof, per lawyer.
- d. Utilize PA CLE standardized evaluation questionnaires for attendees and provide a summary of this data through the CLE Board's electronic reporting services.
- e. Inform participants, prior to taking the course, of minimum and/or recommended system requirements to access program.
- f. Provide high quality instructional materials for our distance learning programs. These materials may be available for download, or otherwise furnished so attendees will have the ability to refer to such materials during, and subsequent to, the program.
- g. Ensure our courses 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.
- h. Monitor course participation by attendees in such a manner so the provider controls certification and reporting of attendance.
- i. Include presentation methods that include audio/video or comparable components so all attendees will have the ability to hear/see/participate in presentations made by instructors.

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

- a. Distance Learning Application Fees – Please include a check made payable to PA CLE, for \$150 per program listed in Part Two of this form.
- b. Financial Institution/Account Documentation – For Direct Debit payment, include a deposit ticket or voided check.
- c. Copy of 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 organization's Financial Hardship Policy in order to receive Accredited Provider status. (Examples available on request.)
- d. Technical access information: Unless filed under separate cover/email, please include access information/login/password for CLE staff to review pre-recorded programs or upcoming live programs.