

CLE REQUIREMENTS

Twelve (12) hours of Continuing Legal Education (CLE) every two (2) years are required for the Pennsylvania Certified Paralegal to maintain his or her credential. Two (2) of the twelve (12) hours shall be in ethics credits.

To be accepted as CLE credit hours, the credits must be obtained prior to the Pa.C.P's credential expiration date.

All CLE credit hours in ethics must be from specifically designated ethics credit hours. The renewal applicant must submit specific information regarding the topic and the number of hours spent on ethics.

SOURCES

The CLE credit hours may be obtained in person, via audio or on-line or video from the following sources:

- Courses/seminars offered by the Pennsylvania Bar Association or any bar association;
- Courses/seminars offered by approved national or state law-related organizations (e.g., American Trial Lawyers Association, Pennsylvania Association for Justice etc.);
- Courses/seminars offered by any national or state paralegal association;
- Courses/seminars offered by any accredited education institution or organization;
- Courses/seminars offered by professional education providers (e.g., Institute for Paralegal Education, Mealey's (via Lexis/Nexis), West LegalEdcenter (via Thomson West), etc.);
- Courses/seminars offered by any federal/state regulatory or government authority;
- Courses/seminars/programs offered in-house by the applicant's firm, corporation or employer;
- Self study programs provided by any of the entities listed herein above which are available on audio and/or videotape and have supporting written materials
- Teaching, speaking or guest lecturing at a seminar or course. The subject must be on substantive law or issues or must be relevant to and oriented to the specific nature of the paralegal profession that are relevant to employed paralegals and/or paralegal students.
- Authoring an article or publication on substantive legal issues and be relevant to and oriented to the specific nature of the paralegal profession that are relevant to employed paralegals and/or paralegal students.

COURSES/SEMINARS/PROGRAMS

When applying for CLE credit hours for seminar/courses attended, the Pa.C.P. must submit with his or her renewal application the following:

- an outline of the seminar topics including a brief summary of each topic being presented and, if available, a copy of the seminar brochure;
- a copy of each speaker's resume including his or her relevant qualifications;
- a detailed time line of each segment of the seminar being offered including lunch and breaks; and
- the number of hours attended (e.g. proof of attendance).

CLE credit hours shall not be granted for less than thirty (30) minutes of classroom instruction. There is no restriction on the number of CLE credit hours obtained in this manner.

SELF STUDY PROGRAMS

When applying for CLE credit hours for self study programs, the Pa.C.P. must submit with his or her renewal application the following

- a copy of the promotional brochure;
- the course outline;
- a list of faculty names and credentials;
- sample exam questions or blank affidavit of completion; and
- a copy of your final test score; and
- the certificate of completion.

The course provider must provide a minimum of ten (10) test questions for each CLE Credit hour to all participants and participants must correctly answer 80% of the questions to receive credit for the on-line seminar.

The determination of the number of credit hours is based as follows:

- audio and video tapes will be based on the amount of time it takes to view and/or listen to the tapes;
- CD and DVD and Internet presentations will be based on the amount of time it takes to view;
- written materials including books and seminar manuals will be based on 50 pages per hour.

A maximum of three (3) CLE credit hours may be obtained in this manner.

TEACHING, SPEAKING OR GUEST LECTURING SEMINAR

When applying for CLE credit hours for teaching, speaking or guest lecturing, the Pa.C.P. must

submit with his or her renewal application information pertaining to the course or seminar for which CLE credit is sought will be reviewed and considered for CLE credit. The information must include the following:

- a copy of the course advertisement or seminar brochure;
- a description of the seminar topic, including areas of substantive law or professional issues to be presented; **or** a copy of the seminar outline;
- description of the speaker's relevant qualifications; **or** a copy of the speaker's resume;
- if offered, the number of credits available to attendees; and
- number of hours/minutes of the engagement.

The number of CLE credit hours to be awarded in this category will be based upon the length and content of the presentation. The number of CLE credit hours granted is at the discretion of the Committee on Paralegal Certification.

The maximum of five (5) CLE credit hours may be obtained for a course or seminar presentation. CLE credit is provided only one time for any seminar/course presentation.

PUBLISHING ARTICLES

When applying for CLE credit hours for publishing an article, the Pa.C.P. must submit with his or her renewal application the following:

- the article(s) for consideration;
- proof the article was published; and
- the date of publication.

The number of CLE credit hours to be awarded in this category will be based upon the length and content of the article. The number of CLE credit hours granted is at the discretion of the Committee on Paralegal Certification. To receive credit, the article must be published prior to the Pa.C.P.'s certification expiration date.

The maximum of two CLE credit hours may be obtained in this manner.