



P. O. Box 344
Pittsburgh, PA 15230
Keystone_Alliance@yahoo.com
www.keystoneparalegals.org

PENNSYLVANIA CERTIFIED PARALEGAL
APPLICATION FOR RENEWAL

NAME: _____

HOME ADDRESS: _____

HOME PHONE NO.: _____ CELL PHONE NO.: _____

E-MAIL ADDRESS: _____

DATE OF ORIGINAL Pa.C.P. CERTIFICATION: _____

EMPLOYER INFORMATION

CURRENT EMPLOYER: _____

EMPLOYER ADDRESS: _____

WORK PHONE NO.: _____ WORK FAX NO.: _____

TITLE: _____

CURRENT EMPLOYER DATES OF EMPLOYMENT: _____

PARALEGAL ASSOCIATION MEMBERSHIP

PLEASE STATE THE NAME OF THE PARALEGAL ASSOCIATION WHICH YOU ARE CURRENTLY A MEMBER: _____

SOURCE OF CLE CREDIT

COURSES/SEMINARS/PROGRAMS

When applying for CLE credit hours for seminar/courses attended you must submit the following under A and B:

A. Seminar Material

Documentation about the Seminar such as an outline of the seminar topics, a brief summary of each topic being presented, 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.

B. Proof of Attendance

The actual number of hours of classroom instruction you attended. A Certificate of Attendance signed by a representative of the sponsoring organization may be submitted if provided to you. (One CLE credit hour for every hour of classroom instruction.)

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.

_____ WHAT IS THE TOTAL NUMBER OF INSTRUCTIONAL HOURS YOU
ATTENDED?

_____ HOW MANY OF THOSE HOURS WERE IN ETHICS?

SELF STUDY PROGRAMS

When applying for CLE credit hours for self study programs, you must submit the following under A and B:

A. Program Material

The course outline, list of faculty names and credentials, sample exam questions or affidavit of completion, copy of Pa.C.P's final test score, certificate of completion.

B. Additional Supporting Documentation

Provide supporting documentation as follows:

Online Self Study Programs:

Documentation showing the Renewal Applicant correctly answered 80% of the questions. A minimum of ten (10) test questions is required for each CLE credit hour. (One CLE credit hour for each 10 questions.)

Audio or Video:

The actual number of hours the Renewal Applicant took to view and/or listen to the tapes. (One CLE credit hour for each hour it took to view or listen.)

CD and DVD and Internet presentations:

The actual number of hours the Renewal Applicant took viewing the presentation. (One CLE credit hour for every hour it took to view.)

Written materials including books and seminar manuals:

The number of pages the Renewal Applicant read. (One CLE credit hour for every 50 pages read.)

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

Online Self Study Programs

_____ WHAT IS THE NUMBER OF CLE CREDIT HOURS YOU ARE
SUBMITTING DOCUMENTATION?
_____ HOW MANY OF THOSE HOURS WERE IN ETHICS?

Audio or Video:

_____ WHAT IS THE NUMBER OF CLE CREDIT HOURS YOU ARE
SUBMITTING DOCUMENTATION?
_____ HOW MANY OF THOSE HOURS WERE IN ETHICS?

CD and DVD and Internet presentations:

_____ WHAT IS THE NUMBER OF CLE CREDIT HOURS YOU ARE
SUBMITTING DOCUMENTATION?
_____ HOW MANY OF THOSE HOURS WERE IN ETHICS?

Written materials including books and seminar manuals:

_____ WHAT IS THE NUMBER OF CLE CREDIT HOURS YOU ARE
SUBMITTING DOCUMENTATION?
_____ HOW MANY OF THOSE HOURS WERE IN ETHICS?

TEACHING, SPEAKING OR GUEST LECTURING SEMINAR

When applying for CLE credit hours for teaching, speaking or guest lecturing, you must submit with your Renewal Application the following under A & B:

A. Presentation Documentation:

A copy of the course advertisement or seminar brochure; description of the seminar topic, including areas of substantive law or professional issues to be presented, or a copy of the seminar outline; a description of the speaker's relevant qualifications or a copy of the speaker's resume given to attendees.

B. Length of Time of Engagement:

Provide the actual number of hours of the engagement, and if offered, the number of CLE credit hours available to attendees. (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 hours are provided only one time for any seminar/course presentation.

_____ WHAT WAS THE NUMBER OF HOURS YOU SPOKE, TAUGHT, OR
LECTURED?
_____ HOW MANY OF THOSE HOURS IN ETHICS?

PUBLISHING ARTICLES

When applying for CLE credit hours for publishing an article, you must submit with your Renewal Application the following:

A. Published Article :

A copy of the article(s) for consideration; proof the article was published, name of the publication, and the date of publication. To receive credit, the article must be published prior to the Pa.C.P.'s certification expiration date. (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.)

The maximum of two (2) CLE credit hours may be obtained in this manner.

_____ ARE YOU REQUESTING CLE CREDIT HOURS FOR A PUBLISHED
_____ ARTICLE? (yes or no)
_____ HOW MANY CLE HOURS ARE YOU REQUESTING FOR THE ARTICLE?

SUBMIT

No sooner than 45 days before your certification is set to end (two years from the date of your original certification date, or in subsequent years, two years from the date of your most recent renewal) you must submit your completed Renewal Application, the CLE Reporting Form, required documentation and check or money order in the amount of \$25 made payable to the *Keystone Alliance of Paralegal Association*. Your application and all attachments submitted for processing must be held together with either paper clips, rubber bands or a binder clip. Do not use any staples, metal or plastic bindings, 3 ring binder, metal fold over straps, etc. All documentation should be organized and placed in order of Source of CLE. Please do not send originals, as nothing will be returned. The renewal fee is nonrefundable.

IT IS YOUR RESPONSIBILITY TO SUBMIT ALL REQUIRED DOCUMENTS AND FEES. IF YOUR APPLICATION AND/OR SUPPORTING DOCUMENTS ARE INCOMPLETE, YOUR APPLICATION MAY BE REJECTED.

AFFIRMATION

I hereby swear and affirm that the information contained herein is true and correct to the best of my knowledge.

Date: _____

Signature: _____



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CLE REPORTING FORM

KEEP TRACK OF ALL OF YOUR CLE CREDITS AND SUBMIT THE VERIFICATION FORM WITH YOUR RENEWAL APPLICATION AND SUPPORTING DOCUMENTATION.

Continuing Legal Education (CLE) Requirements: Twelve (12) hours with two (2) hours being in ethics for every two (2) years' renewal.

THIS IS THE FORM REQUIRED BY THE KEYSTONE ALLIANCE OF PARALEGAL ASSOCIATIONS' Pa.C.P. CERTIFICATION PROGRAM TO PROPERLY ASCERTAIN AN ACCURATE RECORD OF YOUR CLE CREDITS. Please submit this form together with the required documentation for each CLE listed hereon. Please refer to the Keystone Alliance website for more information. Please feel free to print more copies of this form, if necessary, to be submitted with your Renewal Application.

NAME OF APPLICANT: _____

Number of CLE Credits/Hours	Title of CLE	Date CLE Held