



# Pennsylvania CLE Credit Request Form

BA\_\_\_\_\_

PACLE • 601 Commonwealth Ave. Suite 3400 • PO Box 62495 • Harrisburg, PA 17106  
(800) 497-2253 • Fax (717) 231-3251

This form is to be used when you have attended a course that is *not* sponsored by an Accredited Provider. Lawyers seeking Pennsylvania CLE credits must complete Section B of this form and return it to PACLE, along with a Uniform Certificate of Attendance, if available, and a check made payable to PACLE for the \$1.50 per credit hour attendance fee payment. Please refer to Section C to calculate the correct attendance fee payment.

## Section A : Course Information

## Total CLE Credit Hours

Provider ID #:  
Offering Code:  
Course Title:  
Date:  
Location:  
Notice ID:

## Section B : Lawyer Information

\_\_\_\_\_  
Name PA Lawyer ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**By signing below, I certify that I attended the activity described above and am entitled to claim**

\_\_\_\_\_ substantive and \_\_\_\_\_ ethics CLE credit hours.

\_\_\_\_\_  
Signature Date

I am enclosing check # \_\_\_\_\_ for \$ \_\_\_\_\_

... I have enclosed a Uniform Certificate of Attendance.

## Section C: Attendance Fee

### Calculation

Pennsylvania grants one (1) CLE credit for each 60 minutes of attendance at an approved course. Pennsylvania requires a \$1.50 per credit hour attendance fee payment. This \$1.50 fee is also required for any portion of a credit hour. We accredit only programs that are at least one hour long; in addition, we accredit only in half hour increments. Please refer to the example below when calculating your attendance fees.

5.00 hours attendance = 5.00 hours credit = \$7.50  
5.25 hours attendance = 5.00 hours credit = \$7.50  
5.50 hours attendance = 5.50 hours credit = \$9.00  
5.75 hours attendance = 5.50 hours credit = \$9.00  
6.00 hours attendance = 6.00 hours credit = \$9.00  
6.25 hours attendance = 6.00 hours credit = \$9.00  
6.50 hours attendance = 6.50 hours credit = \$10.50  
6.75 hours attendance = 6.50 hours credit = \$10.50  
7.00 hours attendance = 7.00 hours credit = \$10.50  
7.25 hours attendance = 7.00 hours credit = \$10.50  
7.50 hours attendance = 7.50 hours credit = \$12.00  
7.75 hours attendance = 7.50 hours credit = \$12.00  
8.00 hours attendance = 8.00 hours credit = \$12.00  
8.25 hours attendance = 8.00 hours credit = \$12.00  
8.50 hours attendance = 8.50 hours credit = \$13.50

**To process your PACLE credit request as quickly as possible, please make sure you have:**

- Completed and signed Section B
- Attached your Uniform Certificate of Attendance, if available.
- Enclosed your check made payable to PACLE for attendance fees (see Section C).