



Pennsylvania CLE Credit Request Form

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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).