



Welcome

*Supreme Court of Pennsylvania
Continuing Legal Education Board*

It is my pleasure to welcome you as an Accredited Provider of PA CLE. By becoming an Accredited Provider, you are joining a group of CLE course sponsors who work with us to achieve our mission - "To serve the citizens of the Commonwealth of Pennsylvania through the effective administration of quality Continuing Legal Education programs, assuring that lawyers continue to maintain the requisite knowledge and skill necessary to fulfill their professional responsibilities." We thank you for joining in our efforts to raise our "***Commitment to Quality***" to higher levels by participating in this orientation.

In July of 1992, the Supreme Court of Pennsylvania founded the PA CLE Board to act as a regulatory agency for the newly implemented *mandatory* requirement for continuing legal education.

During the initial year of operation, there were 17 Accredited Providers; organizations whose courses met the standards set forth in our Rules and Regulations, and are presumptively approved.

In the past twenty three years, the number of Accredited Providers has grown to over 370.

One of our goals at PA CLE is to make continuing legal education as lawyer friendly as possible. We look to you to continue a demonstration of high quality CLE operation and administration. We have found that communication and positive relationships with our providers combine to form an excellent foundation for realizing this goal. These highly successful, well received orientation sessions provide PA CLE with the opportunity to address specific questions or concerns that providers may have. This meeting should explain, in detail, the nuts and bolts of Accredited status and hopefully establish the beginning of a valuable relationship.

Again, we thank you and welcome you as an Accredited Provider for PA CLE.



History

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In 1997, PA CLE launched a "*commitment to quality*" campaign. One of the things we realized is that PA CLE will only be as strong as our Accredited Providers. Since the integrity of delivering continuing legal education rests on your shoulders, our mission became clear - To work with providers towards effective and efficient CLE administration and operation.

An Accredited Provider Orientation was developed. The purpose of this orientation, or meeting was simple, to cover the Rules, Regulations, Policies, Procedures and Provider *Forms* with newly Accredited Providers. Equally important as the information being relayed is the conversation itself. The benefit of meeting who we work with has proven to be invaluable.

The Accredited Provider Orientation has been updated, modified and redesigned over time as rules have changed and feedback has been provided. As stated above, a primary focus of the orientation is to cover the Accredited Provider *Forms* which are used to file and report information to PA CLE. Rapidly developing technology has allowed us to change the nature of the way information can be transferred. Instead of covering forms and explaining how *paper reports* should be completed and submitted we are very happy to introduce Paperless Processing to Accredited Providers of PA CLE.

This meeting will still provide an overview of PA CLE Rules and Regulations, which in exchange for being followed, allow Accredited Providers and their courses to be presumptively approved for PA CLE.

The following pages contain information important to maintaining the standards for Accredited Providers in Pennsylvania. Please refer to this manual as needed and at any time do not hesitate to contact our office when you have questions. We will be happy to speak with you. PA CLE may be reached at 800.497.2253 or via email at pacleb@pacle.org.



ASAPNexus.org

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The Automated System for Accredited Providers (ASAP) was first introduced in 1997 to a small group of Accredited Providers who agreed to assist PA CLE in beta testing the program. Over the next year the ASAP program was furnished into a sophisticated database management tool which would assist providers in the administration of their CLE courses as well as allow for the electronic transfer of CLE reports.

As development and programming continued on ASAP, the logical step was made to web-enable the functionality of the program. The result is ASAPNexus.org - an on-line software which will allow Accredited Providers to file course notifications, attendance rosters and course evaluation data using the Internet.

Original goals of the PA CLE Board include the following:

- ◆ Use the most modern and efficient method of communication with providers and lawyers.
- ◆ Minimize paperwork
- ◆ Automate as much as possible

As paperless processing becomes more and more integrated into the administration of PA CLE, high standards have been set in accuracy, efficiency and overall operation.



Course Notification

Supreme Court of Pennsylvania
Continuing Legal Education Board

Course Notification

As an Accredited Provider, your organization will be granted presumptive approval for its courses. As a result, the PA CLE Board authorizes Accredited Providers to determine the CLE credit amounts for their own programs. This permission is granted because the course sponsor agrees to adhere to the Rules and Regulations for CLE in Pennsylvania. It is essential that our Accredited Providers are familiar with PA CLE's accreditation standards.

30 Days prior to a course, a Course Notification should be filed. The Course Notification contains information such as Course Title, Location, Date, Time, etc. This data is entered on the Course Notification page on ASAPNexus. (For reference purposes, an example of the old Form is attached on the next page for review.) The course information is posted on the "Approved Courses" page at PA CLE's website - www.pacle.org



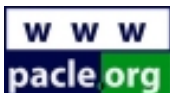
Course Notification Filing Standards

- ◆ Course Notifications shall be filed with PA CLE 30 days prior to the event.
- ◆ PA CLE credit is calculated on a sixty (60) minute credit hour.
- ◆ PA CLE accredits courses in *half hour increments*. If the total amount of CLE credit for a program does not add up to a half hour increment, please *round down to the nearest half hour*.
- ◆ The Course Title should be reported on ASAPNexus.org the same way it appears on any brochures, advertisements or promotional circulars.
- ◆ Video Replays are applicable for PA CLE credit, only if a moderator is present to answer questions/and or elaborate on course subject matter.
- ◆ Law Practice Management is not approved for PA CLE Credit. (See Policy on page 7)
- ◆ Introductory remarks, keynote addresses, business meetings, breaks and receptions are not included in the computation of PA CLE credit.



COURSE NOTIFICATION FORM

For use by ACCREDITED PROVIDERS OF Pennsylvania CLE



Supreme Court of Pennsylvania
 Continuing Legal Education Board
 601 Commonwealth Ave., Suite 3400
 PO Box 62495
 Harrisburg PA 17106

Phone - 800.497.2253
 Direct—717.231.3250

email - pacleb@pacle.org

When reporting programs to the PA CLE Board, the following information *must* be received 30 days *prior to course date*:

EXAMPLE

EXAMPLE
 This information is now reported electronically using ASAPNexus

Provider Name and ID Number: _____

Provider Address: _____

Phone/email: _____

Course Name: _____

Date(s) of Presentation: _____

Location of Course (City): _____

Degree of Difficulty: ▪ Basic ▪ Intermediate ▪ Advanced ▪ Various

Average Cost of Course: _____

Method of Delivery: ▪ Faculty In Room w/Participants (live) ▪ Live Webcast
 ▪ Videotape Presentation w/Moderator ▪ LLM/Graduate Course
 ▪ Satellite ▪ Internet Based

Type of Law: _____ (Please refer to the Type of Law Code Listing or log on to www.pacle.org/typesof.htm)

Start Time of Course: _____

Total CLE Credit Hours: _____ Substantive: _____ Ethics: _____

Reminders

- PA CLE credit is based on 60 minute hour
- PA CLE credits are calculated in half hour increments
- Law Practice Management *is not* approved for PA CLE credit
- Introductory remarks, keynote addresses, business meeting breaks, receptions, etc. are not to be included in the computation of credit.

As an authorized agent of the above listed Accredited Provider, I state that the attached list is complete and accurate subject to the penalties of 18 Pa.C.S.A. Section 4904 (relating to unsworn falsification to authorities)

 Signature Date

PA CLE Accredited Provider Orientation



PA CLE makes use of the CLEreg type of law listing.

Type of Law Codes

ADR	Alternative Dispute Resolution Arbitration Mediation	ETH	Ethics Conflicts of Interest Diversity Training Fees Fiscal Responsibility Legal Advertising Legal Malpractice Professionalism/Civility Substance Abuse Specialization	PER	Personal Commitment Competency Damages Guardians (gen. & ad litem) Medical Decisions Religion
BAN	Bankruptcy / Debtor / Creditor Bankruptcy - Personal Bankruptcy – Business Collections Creditor/Debtor Relations Foreclosures	FAM	Family Law Adoption Child Custody and Support Divorce Marriage Paternity	REL	Real Property Boundary Disputes Commercial/Business Properties Closings and Title Insurance Condominiums Construction Easements Landlord/Tenant Residential
BUS	Business and Corporation Accounting Agribusiness Antitrust Corporations/Partnerships Finance Franchise/Dealers Mergers and Acquisitions Non-Profits Pensions, Profit Sharing, Deferred Comp. Securities	GOV	Government Law Administrative Process Elections and Voting Eminent Domain Government Contracts Judiciary and Court Programs Legislative Process Local and Municipal Military/Veterans Social Security Disability Social Security and SSI State Government Workplace, Licensing Zoning	SKL	Skills Training Client Relations Communications Internet Research Legal Writing Negotiations Self Management Speaking
CAP	Capital Case/Death Penalty	HEA	Health Law Health Care Insurance, HMO's, etc. Medical Malpractice Payment Systems Pharmaceutical Provider Licensing	TAX	Taxation Charitable Tax Corporate Tax Federal Tax Individual Tax Local Tax State Tax
COM	Commercial / Consumer Law Bank / Sav. & Loan / Credit Unions Consumer Credit Consumer Loans Construction Contracts Contracts E-Commerce FMHA / FHA / VA Loans Gambling/Gaming Law Insurance Lemon Law Public Utility Law Sports and Entertainment Student Loans Uniform Commercial Code	INL	International Law Admiralty, Maritime, Law of the Seas Immigration and Naturalization Indian Law Trade Treaties	TORT	Tort Automobile Accidents Malpractice (Medical) Malpractice (Other) Personal Injuries Product Liability Property Damage Workers Compensation
CON	Constitutional Law Bill of Rights State Constitutional Law Other Amendments	INT	Intellectual Property Biotechnology Computers/Telecommunications Copyright Patent Trade Secrets Trademark	TRL	Trial Advocacy, Argument & Persuasion Appellate Depositions Discovery Evidence Experts Judges Juries Witnesses
CRM	Criminal Law Drugs DUI Juvenile Sentencing Traffic	JUR	Jurisprudence	TRN	Transportation Law Aviation Motor Carrier Motor Vehicles Railroads Shipping, Rivers and Harbors Space Law
EDU	Education Law Special Education Student Rights Other Education Administration	LAB	Labor Law Bargaining Government Regulations Grievances Unions Workplace Safety	TWE	Trusts, Wills and Estates Estate Administration Estate Planning Preparation of Wills Probate of Wills Trusts
ELD	Elder Law	LPM	Law Practice Management Personnel Policy/Procedure Technology		
EMP	Employment Law Employee Representation Employer Representation Hiring and Firing Managing Employees Unemployment Compensation	OTH	Other		
ENV	Environmental Law Animals Energy Natural Resources Pollution Water				



Law Office Management

Supreme Court of Pennsylvania
Continuing Legal Education Board

Board Policy Revised April 2005

Law Office Management Courses

Background

One of the PACLE Board's goals is to have "a credible and respected CLE program in Pennsylvania." One of the ways to preserve credibility is to maintain a focus on the accreditation of courses that contribute to the legal skills of attorneys, as opposed to courses targeting general subjects or subjects that do not deal primarily with the practice of law.

In 1993 a policy was drafted to assist in the identification and separation of courses on general subjects versus topics of continuing legal education. Over the past several years, innovations in technology and its application in the law office have impacted the legal profession and the practice of law. The PA CLE Board's policy on law office management is designed to reflect these advancements and acknowledge the modernized skills and training necessary for lawyers to remain proficient and maintain the requisite skills necessary to fulfill their professional responsibilities as attorneys.

This policy is intended to assist in the accreditation of programs for CLE in Pennsylvania and serve as a guide for subject matter that may be approved under the rules, and regulations for CLE in Pennsylvania.

Policy Statement

Accreditation for courses instructing in the subject of law office or practice management will be considered under the following circumstances:

1. The course must be directed to improving the legal skills of the attorney as a practitioner.
2. The course must be directed specifically to attorneys, law firms and the practice of law.
(A seminar for general office management will not qualify.)
3. Courses will be approved if they deal substantially or primarily with the following:
 - a. The avoidance of legal malpractice
 - b. The safekeeping of client property including the creation and maintenance of trust accounts and the receipt, segregation and disposition of client property.
 - c. The attorney's or the law firm's relationship with other attorneys whether inside the firm or outside the firm if the topic is the subject of either an ethical rule, ethical consideration or an ethical standard.
4. Courses focusing on non-legal subjects or topics presented in a context other than law practice would not apply.
(Courses not uniquely designed for attorneys)
5. Courses will not be approved if they deal substantially or primarily with the following:
 - a. Marketing of legal services (except for discussion of the ethical restrictions on marketing and advertising.)
 - b. Increasing profitability
 - c. A relationship with a prospective, as yet unidentified, client, except insofar as it deals directly with an ethical rule, consideration or standard.
 - d. General (*non-legal context*) instruction in software such as word processing, Internet, spreadsheets, presentation software, etc.
 - e. General (*non-legal context*) training for presentation skills, writing, financial, management, or other organizational skills.

The Board may assign partial credit to programs. If there is a question relative to whether a course qualifies under this policy statement, the provider is encouraged to submit the course to the Board for review.



Attendance Reporting

*Supreme Court of Pennsylvania
Continuing Legal Education Board*

Attendance Reporting

When the Rules & Regulations for CLE in Pennsylvania were first drafted, an emphasis was placed on making it easy for lawyers to meet the requirement. The attendance reporting structure for Accredited Providers is a fundamental ingredient for lawyer friendliness and the overall success of the CLE program.

Within 30 days of a course or activity, Accredited Providers agree to:

- ◆ File an attendance report (roster) to report lawyers seeking PA CLE credit.
- ◆ Authorize payment electronically for credits reported (see page 11) (\$1.50 per credit hour per lawyer.)
- ◆ Provide a Course Evaluation Summary of the event. (Example next page)

Lawyers who attend your programs will rely on your office to report their attendance credit to PA CLE within 30 days. ASAPNexus utilizes a Registration/Roster module and a provider specific database to assist course providers in building attendance lists for electronic submission to PA CLE. Navigation through ASAPNexus will allow you to send lawyer's names, ID numbers and credit amounts to PA CLE.

Course Evaluation Summary

The Supreme Court of Pennsylvania values high quality CLE programs. In order for the PA CLE Board to report on course quality, Course Evaluation Summaries are collected along with course attendance. The summaries include totals of attendee ratings for four course categories:

Overall Quality	Instructors
Written Materials	Facility

The course evaluation data is loaded into PA CLE main database. This information is then used to report to the Board and Court. It is also utilized to generate PA CLE's Accredited Provider Course Statistics Summary Report which you will receive biannually as an Accredited Provider.



REPORTING FORM

For use by ACCREDITED PROVIDERS OF Pennsylvania CLE



Supreme Court of Pennsylvania CLE Board
601 Commonwealth Ave., Suite 3400
PO Box 62495—Harrisburg, PA 17106

Phone - 800.497.2253
Direct—717.231.3250
Email — pacleb@pacle.org

The following attendance information must be filed with the PA CLE Board within 30 days of the CLE activity. All Reporting Forms must precede with a Course Notification Form. **On an attached page, please indicate the PA ID#, Last Name, First Name, Middle Initial and the amount of Substantive and/or Ethics credits each attendee is to receive.**

EXAMPLE

Provider Name & ID#: _____

Phone/email: _____ **This information is now**

Course Name: _____

Date of Presentation: _____ **reported electronically**

Location of Course (City, ST): _____

Start Time of Course: _____ **using ASAPNexus**

Total CLE Credit Hours: _____ Substantive: _____ Ethics: _____

Total Attendees on Attached Roster: _____ # Denied Admittance (if full) _____

Payment Enclosed: _____ Note: \$1.50 per credit hour or any portion thereof, per attendee (Please remit one check from sponsor)

COURSE EVALUATION SUMMARY Average Cost of Course to Attendee \$ 45.00

Total Responses Received 10	Failed to Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Excellent	Totals
Overall Quality			3	4	3	10
Written Materials		1	3	5	1	10
Instructor(s)*			2	7	1	10
Facility				10		10

*If there was more than one instructor, please report the total responses

Records should be maintained for three (3) years as they may be requested by the PA CLE Board. As an Authorized agent of the above listed Accredited Provider, I state that the attached attendance list is complete and accurate subject to the penalties of 18 Pa.C.S.A. Section 4904 (relating to usworn falsification to authorities.)

Signature Date

Example of Completed Evaluation Summary

ATTENDANCE LIST

The Bristol County Bar Association
 10th Annual Forum on
ADVANCED COPYRIGHT & TRADEMARK ISSUES

October 24, 2009
 United Center Conference Facility, Chicago, IL

	<u>Lawyer ID</u>	<u>Name</u>	<u>Substantive</u>	<u>Ethics</u>
1.	01767	Adams, John Q.	4	2
2.	22099	Berda, Aaron	4	4*
3.	19240	Butler, Sandra	4	2
4.	06001	Carter, Anson	2	2
5.	00860	Castiglione, Joe	4	2
6.	51367	Dixon, Pam	4	2
7.	68688	Lee, William S.	4	2
8.	00049	Martinez, Pedro	4	2
9.	19992	Rose, Brian	4	2
10.	03000	Servo, Thomas R.	4	2

* Instructor

EXAMPLE

This information is now
 reported electronically
 using ASAPNexus



Electronic Payment

*Supreme Court of Pennsylvania
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Electronic Payment

Over 160 Accredited Providers are making CLE payments electronically by participating in the Automated Clearing House (ACH) electronic payment option. Providers who have signed up for this have completely automated the filing of attendance rosters to the PA CLE Board. Participation in ACH assists the lawyers in Pennsylvania by reducing the amount of time in which credits are posted to CLE transcripts. It also eliminates the need for your organization to request a check while still providing an audit trail for financial records.

This ACH payment option is very similar to requesting a check, however, the manual efforts are eliminated. As the attendance rosters are filed electronically, the fees are confirmed by the reporting provider which initiates the process. The funds are only transferred once the provider confirms the amounts.

One Provider Said: "The ease of using the direct debit is unsurpassed!

A click of the mouse and payment is made.

Credits are reported instantly since there is no need to wait for signatures on checks."

How Does ACH Work

- ◆ Provider completes a one-time authorization form
- ◆ Provider confirms the amount and initiates the transaction
- ◆ Attendance roster is received by PA CLE
- ◆ Credits are loaded by PA CLE daily



Attendance/Evaluation Reporting

Supreme Court of Pennsylvania



Accredited Provider Reporting Standards After a Course is Held

- ◆ Attendance Reports/Evaluation Summaries shall be transmitted to PA CLE within thirty (30) days of the course or activity.
- ◆ ASAPNexus requires that a Course Notification be submitted before any attendee may be registered and reported for PA CLE credit.
- ◆ After an Attendance Report is sent using ASAPNexus, a transmittal form will be generated. The form will confirm course information and include the attendance fee due for the credits submitted. If not participating in the direct debit payment option, please include a printed copy of this form with the check for attendance fees.
- ◆ Checks for attendance fee payments should be made payable to the:

PA CLE Board

and sent to:

601 Commonwealth Ave., Suite 3400
PO Box 62495
Harrisburg, PA 17106

- ◆ If for any reason an Attendance Report will not be received by PA CLE within thirty (30) days of the activity, please contact the PA CLE Board at 800.497.2253. This information then be made available to PA CLE's operation department as well as to lawyers who contact the PA CLE Board to inquire about their credit request.



Teaching/Preparation Credit

Supreme Court of Pennsylvania
Continuing Legal Education Board

The Rule

The following is how the Rules and Regulations for CLE in Pennsylvania address the issue of teaching/preparation credit:

"Credit for teaching activities will be given on the basis of two hours credit for each hour of presentation where the applicant has prepared quality written materials for use in the presentation. Credit for repeat presentations or presentations without such materials will be given only for the actual time of presentation." - Reg. Sect. 5(b)



Standards for Reporting

- ◆ When an Instructor is a PA licensed attorney and requests teaching/preparation credit for a program, the hours may be reported via ASAPNexus along with the rest of the attendees. Simply indicate the *total amount* of credit, the instructor is to receive.
- ◆ Instructors may only receive preparation credit the *first time* they present a course *and* prepared quality written materials for use in the presentation.
- ◆ *Instructors may never receive more than double the amount of credit the course has been approved for.*
- ◆ Members of a panel are entitled to claim teaching/preparation credit for the time that they are on the panel and available to answer questions or elaborate on course topics.
- ◆ The \$1.50 per credit hour applies to the *total* amount of credits reported.
- ◆ Credit will not be granted for preparation time with out presentation time, or if no written materials were used.
- ◆ PA CLE credit is not granted for instructors of law school courses, graduate or LLM programs. The PA CLE Board maintains the position that teaching a law school course is not to be considered *continuing the teacher's legal education*.



Lawyer Compliance

*Supreme Court of Pennsylvania
Continuing Legal Education Board*

As mentioned previously, there are over 370 Accredited Providers. This growing number of course sponsors provide approximately 85% of all the hours processed by PA CLE every year.

The attorneys who attend courses sponsored by Accredited Providers, do so with the confidence that the standards for CLE in Pennsylvania are being met and that their credits will be reported directly to the PA CLE Board, within thirty days of the activity. In addition to complying with the Rules and Regulations for PA CLE, you will be achieving high levels of customer service by providing timely and accurate reporting using ASAPNexus.

The following pages detail the annual lawyer CLE requirement and deadlines for Pennsylvania attorneys. As a presumptively approved provider for PA CLE, this information should prove to be valuable as it can directly and indirectly affect your course attendance.



Lawyer Compliance

The following three pages are timelines representing each compliance group.

Pennsylvania lawyers are randomly assigned to one of three compliance groups. The group a lawyer is assigned to, determines their annual CLE deadline/compliance due date. The Compliance groups and annual deadlines are:

◆ Group One - April 30th ◆ Group Two - August 31st ◆ Group Three - December 31st

By their compliance deadline, Pennsylvania lawyers must complete a total of 12 CLE hours each year. *Of this total, a minimum of two hours must be in ethics.*

Lawyers receive a preliminary attendance report approximately 90 days prior to their deadline. These reports are sent to notify lawyers of their current status and to remind them of their upcoming deadline.

Approximately 50 days after their deadline, a final attendance report is sent. Lawyers who have not met, or deferred, their requirement by their deadline receive a notice of non-compliance. Included with this non-compliance notification is an invoice for a \$100 late fee. Attorneys receive 60 days to bring themselves into compliance. Payment of the late fee is a condition of compliance.

Lawyers who remain non-compliant after 90 days receive a second letter from PA CLE. This letter is to advise that their name has been placed on a non-compliant list *and* they have been granted an additional 30 days to achieve compliance. A *Second \$100 Late Fee* is assessed the date this certified notice is sent. If by the end of this final extension period they have still not complied, their name is submitted to the Supreme Court of Pennsylvania and their license to practice law in Pennsylvania will be placed on an involuntary inactive status. Once the Supreme Court order goes into effect to inactivate the remaining non-compliant lawyers, those who wish to reactivate must: complete the required hours, pay the late fees, pay an additional reinstatement processing fee.

It is during this time when PA CLE implements the Special Attendance Verification, or SAVER form. This is a *preprinted* lawyer specific and course specific form generated by PA CLE. Non-compliant lawyers who are in the *last 30 day extension period*, will bring this form with them to a program and ask the registrar to sign the form to confirm their attendance. The attendee must then fax the form back to PA CLE. This procedure is followed because the lawyer's credits must be reported *before* the 30 day attendance reporting period.

The green area represents the regular compliance period for each group.

The yellow area represents the penalty phase non-compliant lawyers enter if they have not met or deferred their requirement by the deadline.

The red area represents the final period in which non-compliant lawyers must bring themselves into compliance. If they do not achieve compliance, their name is submitted to the Supreme Court. During this time, SAVER forms may be acquired from PA CLE.

Compliance Timeline

<h1>Group One</h1>	
May	
June	
July	
August	
September	
October	
November	
December	
January	Preliminary Attendance Reports sent by PA CLE.
February	
March	
April	April 30 is the annual Group One deadline. Lawyers who have not met or deferred their requirement are assessed a \$100 late fee.
May	
June	Year-end Reports are sent. Non-Compliant lawyers are advised of the late fee and are granted 60 days to achieve compliance.
July	
August	
September	Second notices are sent to lawyers who are still non-compliant. This also serves as notice that a non-compliant list is being prepared for submission to the Supreme Court of PA 30 days from the date of the second notice. 2nd \$100 late fee assessed. SAVER forms issued.
October November December	The Group One non-compliant list is sent to the Supreme Court. Anyone on the list is now required to pay a third late fee of \$100, in addition to the previous late fees. The credit hours must be completed as well. The Supreme Court order which renders the lawyers Involuntarily Inactive is issued with an effective date of 30 days from the date of the notice. SAVER forms issued.

Compliance Timeline

<h1 style="text-align: center;">Group Two</h1>	
September	
October	
November	
December	
January	
February	
March	
April	
May	Preliminary Attendance Reports sent by PA CLE.
June	
July	
August	August 31 is the annual Group Two deadline. Lawyers who have not met or deferred their requirement are assessed a \$100 late fee.
September	
October	Year-end Reports are sent. Non-Compliant lawyers are advised of the late fee and are granted 60 days to achieve compliance.
November	
December	
January	Second notices are sent to lawyers who are still non-compliant. This also serves as notice that a non-compliant list is being prepared for submission to the Supreme Court of PA 30 days from the date of the second notice. 2nd \$100 late fee assessed. SAVER forms issued.
February March April	The Group Two non-compliant list is sent to the Supreme Court. Anyone on the list is now required to pay a third late fee of \$100, in addition to the previous late fees. The credit hours must be completed as well. The Supreme Court order which renders the lawyers Involuntarily Inactive is issued with an effective date of 30 days from the date of the notice. SAVER forms issued.

Compliance Timeline

<h1>Group Three</h1>	
January	
February	
March	
April	
May	
June	
July	
August	
September	Preliminary Attendance Reports sent by PA CLE.
October	
November	
December	December 31 is the annual Group Three deadline. Lawyers who have not met or deferred their requirement are assessed a \$100 late fee.
January	
February	Year-end Reports are sent. Non-Compliant lawyers are advised of the late fee and are granted 60 days to achieve compliance.
March	
April	
May	Second notices are sent to lawyers who are still non-compliant. This also serves as notice that a non-compliant list is being prepared for submission to the Supreme Court of PA 30 days from the date of the second notice. 2nd \$100 late fee assessed. SAVER forms issued.
June July August	The Group Three non-compliant list is sent to the Supreme Court. Anyone on the list is now required to pay a third late fee of \$100, in addition to the previous late fees. The credit hours must be completed as well. The Supreme Court order which renders the lawyers Involuntarily Inactive is issued with an effective date of 30 days from the date of the notice. SAVER forms issued.

SAVER FORM Example

Special Attendance Verification



SUPREME COURT OF PENNSYLVANIA PENNSYLVANIA CONTINUING LEGAL EDUCATION BOARD

FAX to (717) 231-3251 -- Call (800) 497-2253 with questions.

This form has been created for lawyers who are facing a deadline which does not allow for courses reported in the normal 30 day time period to be considered. Providers are encouraged to complete this form as a courtesy. These hours should be reported by the course provider on the regular roster for the course.

This form is for the use of only the lawyer indicated and should not be transferred to other lawyers.

Compliance Year: 2004 Submit Form By This Date: _____ Sender: Ricki

Provider: Bristol County Bar Association (#745)

Activity Title: General Practitioner Update (#33079)

Date: 06/22/10

Location: Columbus, OH

Attorney ID#: 12345 Group #: 2 Attorney Name: Richard Garces

Substantive: _____ Ethics: _____

As an authorized agent of the above listed provider, I state that this certificate is complete and accurate. I also certify that the above listed attorney has completed the necessary requirements to be reported in the normal fashion within the required thirty days. However, understanding the lawyer=s request for express processing,

I am now certifying the lawyer *has completed* the hours indicated above at the course indicated.

Signature of Authorized Agent

Phone Number

Please print name of Authorized Agent