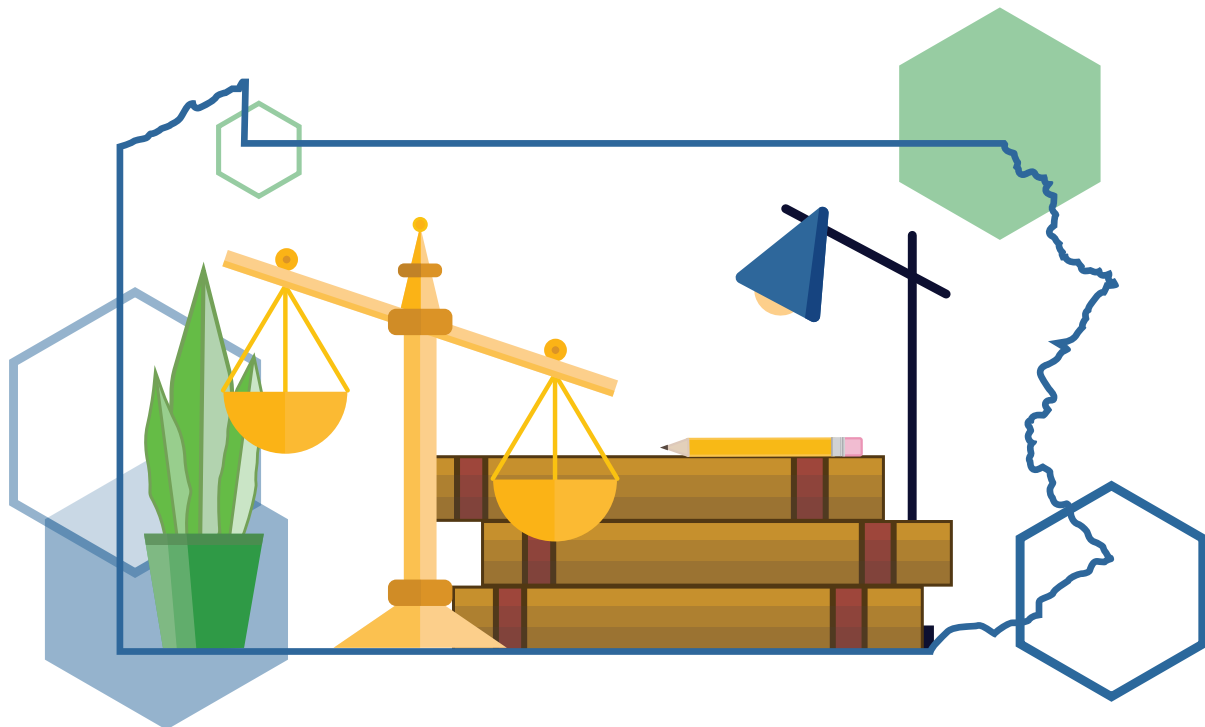


The background features a large, abstract, multi-colored shape in shades of blue, green, and grey. Overlaid on this is a dark blue crosshair consisting of a vertical line and a horizontal line. The text "ACCREDITED PROVIDER HANDBOOK" is centered within the crosshair.

# ACCREDITED PROVIDER HANDBOOK

# Index

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It is my pleasure to welcome you as an Accredited Provider of PACLE. 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.”

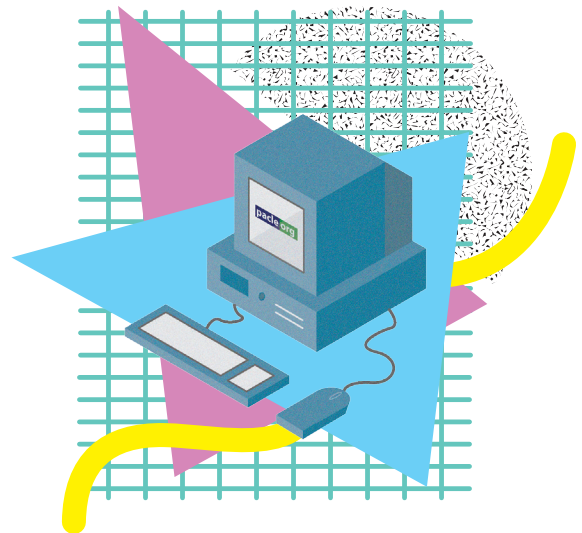
In July of 1992, the Supreme Court of Pennsylvania founded the PACLE Board to act as a regulatory agency for the newly implemented mandatory requirement for continuing legal education. During the initial year of operation, there were 17 Accredited Providers; organizations whose courses met the standards set forth in our Rules and Regulations, and are presumptively approved.

In the past thirty years, the number of Accredited Providers has grown to nearly 1,000. One of our goals at PACLE is to make CLE 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 PACLE 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 PACLE.

For more information please feel free to contact Nate Graham the Provider Relations Coordinator. He may be reached at his email [ngraham@pacle.org](mailto:ngraham@pacle.org) and at 717-231-3230.

# Our History

In 1997, PA CLE launched a “commitment to quality” campaign. One of the things we realized is that PACLE 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 Continuing Legal Education.

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](mailto:pacleb@pacle.org).

# ASAPNexus.org

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 PACLE Board include the following:

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- Use the most modern, 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 PACLE, high standards have been set in accuracy, efficiency and overall operation.

# 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 PACLE'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 PACLE's website - [www.pacle.org](http://www.pacle.org)

## Course Notification Filing Standards

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- Course Notifications shall be filed with PACLE 30 days prior to the event.
- PACLE credit is calculated on a sixty (60) minute credit hour.
- PACLE 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 PACLE credit, only if a moderator is present to answer questions/and or elaborate on course subject matter.
- Law Practice Management is not approved for PACLE Credit.
- Introductory remarks, keynote addresses, business meetings, breaks and receptions are not included in the computation of PACLE credit.

# Course Notification Electronic Form Process (Example: Overview/Live Course)

## Step 1

**ASAPNexus** HOME PROFILE CLIENTS COURSES ROSTERS FORMS HANDBOOK

Course Management

|  |   |
|--|---|
| <a href="#">Add New Course</a>                                 | Enter upcoming course information for CLE accreditation.  |
| <a href="#">Manage Courses (4)</a>                             | View and manage previously submitted courses.             |
| <a href="#">Distance Learning Courses (6)</a>                  | Manage and update distance learning course catalog.       |
| <a href="#">Distance Learning Courses to be EXPIRED (2)</a>    | Review courses which will be expired by PACLE on 8/1/2019 |
| <a href="#">Distance Learning Courses recently EXPIRED (3)</a> | Review courses which have been recently expired by PACLE  |
| <a href="#">Modify Course Title</a>                            | Edit Titles of previously submitted courses.              |
| <a href="#">Review/File Courses (1)</a>                        | File upcoming courses with PA CLE Board.                  |

## Step 2

**ASAPNexus** HOME PROFILE CLIENTS COURSES ROSTERS FORMS HANDBOOK

Back What's This? **APPRO** Click here to enable

New Course Information \* Begins with Help

|                             |                          |  |   |
|-----------------------------|--------------------------|--|---|
| Course Title                | Regular Course           | Advertised to                              | Lawyers   |
| Course Subcategory          | Approved Course          | Writing Surface available                  | Yes   |
| Course Status               | Select valid Type of Law | List any admission restrictions            |   |
| Type of Law                 | Live Program             | In-House Activity Information              | Open/Publicized to outside lawyers                                  |
| Delivery Method             | Advanced                 | Open/Publicized to outside lawyers         | Yes   |
| Degree of Difficulty        | July                     | Method of Evaluation                       | Participant critique  |
| Course Date                 | 15                       | Description of materials to be distributed | Total Pages: Looseleaf  |
| Course Time                 | 10                       | Course Agenda Web Link                     |   |
| Requested Ethics Hours      |                          | Approval by Other States                   | Granted by Denied By  |
| Requested Substantive Hours |                          |  | Alabama Alaska American Samoa Arizona Arkansas Armed Forces America |
| State                       | Select State             |  |   |
| City                        | Select City              |  |   |
| Average Course Cost         |                          |  |   |

You have 1 course pending submission

Review / File Courses Add

After filling out the information and clicking add, then go to review/file courses

## Step 3

**ASAPNexus** HOME PROFILE CLIENTS COURSES ROSTERS FORMS HANDBOOK

Back

Pending Course Information

| Course Title   | Course Date        | Ethics Hours | Substantive Hours | Delivery Method | Course Location | Status              |
|----------------|--------------------|--------------|-------------------|-----------------|-----------------|---------------------|
| Course Example | 7/15/2019 10:00 AM | 0            | 3                 | Live Program    | HARRISBURG,PA   | Approve Edit Delete |
| SPCA Law       | 7/20/2019 10:00 AM | 1            | 3                 | Live Program    | HARRISBURG,PA   | Approve Edit Delete |

File Courses

**ASAP Note** \* Cannot delete a course if it has already been filed with the PA CLE Board.

# Course Notification Electronic Form Process (Example: Distance Learning)

Selecting the course subcategory of Distance Learning changes the course form:

You will want to take note of the difference between a live synchronous course vs. a pre-recorded/on-demand asynchronous course and choose accordingly.

## Synchronous (Live) or Asynchronous (Pre-Recorded/On-Demand)

For online programs held from January 1, 2021 through December 2021, please indicate the learning method for the course.

### Synchronous (Live) or Asynchronous (Pre-Recorded/On-Demand)

In order for recognition as live (non-capped) credits in 2021:

- Programs must be conducted via live webcast or other streaming technology where the event is delivered on a specific date and time and the instructor(s) and attendees engage simultaneously for credit.
- Programs must include interaction and the ability for participants to ask questions of faculty in real-time.
- Programs must have the ability to incorporate video, PowerPoint, polling features, chat functions or other media/interaction as needed for the presentation of the program.

This distinction recognizes the CLE Board's Covid-19 policy for online learning in 2021. Accredited online programs that are held live in real-time will be treated as traditional courses and credits earned at these programs will not be subject to the six (6) hour distance learning cap. [More Here](#)

Please note of the different delivery methods between the online learning methods.

|                        |  |
|------------------------|--|
| Online Learning Method | <input checked="" type="radio"/> Live/Synchronous<br><input type="radio"/> Pre-Recorded/Asynchronous |
| Delivery Method        | Live Teleconference <a href="#">Help</a> <a href="#">?</a>   |
| Degree of Difficulty   | Live Webcast   |

|                        |   |
|------------------------|---|
| Online Learning Method | <input type="radio"/> Live/Synchronous<br><input checked="" type="radio"/> Pre-Recorded/Asynchronous <a href="#">Help</a> <a href="#">?</a> |
| Delivery Method        | Web-Replay/Pre-Recorded <a href="#">Help</a> <a href="#">?</a><br>Podcast<br>Web-Replay/Pre-Recorded  |
| Degree of Difficulty   |   |



# Course Notification Electronic Form Process (Example: Pro Bono)

ASAPNexus

HOME PROFILE CLIENTS COURSES ROSTERS FORMS HANDBOOK

Back

What's This? **APPRO** Click here to enable

**New Course Information** \* Begins with: **Help**

Course Title: [ ]

Course Subcategory: **Regular Course** **Help**

Course Status: **Pro Bono** **Help**

Type of Law: **Select valid Type of Law** **Help**

Delivery Method: **Live Program**

Degree of Difficulty: **Advanced**

Course Date: **February** | **27** | **2023**

Course Time: **2** | **00** | **AM** | **PM**

Requested Ethics Hours: [ ]

Requested Substantive Hours: [ ]

Requested Max Credit Hours: [ ]

State: **Select State**

City: **Select City** | **Need to Add a City?**

Average Course Cost: [ ]

Advertised to: **Lawyers**

Writing Surface available: **Yes**

List any admission restrictions: [ ]

In-House Activity Information: **Open/Publicized to outside lawyers**

Open/Publicized to outside lawyers: **Yes**

Method of Evaluation: **Participant critique**

Description of materials to be distributed: **Total Pages:** [ ] **Looseleaf**

Course Agenda Web Link: [ ]

Approval by Other States: **Use Control Key (Ctrl) to select multiple states**

Granted by: **Alabama** **Alaska** **American Samoa** **Arizona** **Arkansas** **Armed Forces America**

Denied By: **Alabama** **Alaska** **American Samoa** **Arizona** **Arkansas** **Armed Forces America**

You have 0 course pending submission

**Add**

**Review / File Courses**

Selecting the course subcategory of Pro Bono changes the course form:

**New Course Information** \* Begins with: **Help**

Course Title: [ ]

Course Subcategory: **Pro Bono** **Help**

Course Status: **Approved Course** **Help**

Type of Law: **Select valid Type of Law** **Help**

Delivery Method: **Pro Bono**

Degree of Difficulty: **Advanced**

Course Date: **February** | **27** | **2023**

Course Time: **2** | **00** | **AM** | **PM**

Requested Ethics Hours: [ ]

Requested Substantive Hours: [ ]

Requested Max Credit Hours: [ ]

State: **Select State**

City: **Select City** | **Need to Add a City?**

Average Course Cost: [ ]

Advertised to: **Lawyers**

Writing Surface available: **Yes**

List any admission restrictions: [ ]

In-House Activity Information: **Open/Publicized to outside lawyers**

Open/Publicized to outside lawyers: **Yes**

Method of Evaluation: **Participant critique**

Description of materials to be distributed: **Total Pages:** [ ] **Looseleaf**

Course Agenda Web Link: [ ]

Approval by Other States: **Use Control Key (Ctrl) to select multiple states**

Granted by: **Alabama** **Alaska** **American Samoa** **Arizona** **Arkansas** **Armed Forces America**

Denied By: **Alabama** **Alaska** **American Samoa** **Arizona** **Arkansas** **Armed Forces America**

You have 0 course pending submission

**Add**

**Review / File Courses**

**Pro Bono service credits are approved as substantive.**

Please note that for Pro Bono you may set the max amount of substantive hours as 3.  
Pro Bono courses cannot offer ethics credits.



## CLE Content Codes

The following codes are utilized by PACLE and Course Providers to help lawyers identify CLE programs relevant to their practice area. The codes are used as search criteria on the Find CLE section of this website.

### Alternative Dispute Resolution (ADR00)

- Arbitration (ADR01)
- Mediation (ADR02)

### Bankruptcy / Debtor / Creditor (BAN00)

- Bankruptcy - Personal (BAN01)
- Bankruptcy - Business (BAN02)
- Collections (BAN03)
- Creditor/Debtor Relations (BAN04)
- Foreclosures (BAN05)

### Business and Corporation (BUS00)

- Accounting (BUS01)
- Agribusiness (BUS02)
- Antitrust (BUS03)
- Corporations/Partnerships (BUS04)
- Finance (BUS05)
- Franchise/Dealers (BUS06)
- Mergers and Acquisitions (BUS07)
- Non-Profits (BUS08)
- Pensions, Profit Sharing, Deferred Comp. (BUS09)
- Securities (BUS10)

### Capital Case (CAP00)

### Collaborative Process (COL00)

### Commercial/Consumer Law (COM00)

- Banks/Sav. & Loan/Credit Unions (COM01)
- Consumer Credit (COM02)
- Consumer Loans (COM03)
- Construction Contracts (COM04)
- Contracts (COM05)
- E-Commerce (COM06)
- FMHA/FHA/VA Loans (COM07)
- Gambling/Gaming Law (COM08)
- Insurance (COM09)
- Lemon Law (COM10)
- Public Utility Law (COM11)
- Sports and Entertainment (COM12)
- Student Loans (COM13)
- Uniform Commercial Code (COM14)

### Constitutional Law (CON00)

- Bill of Rights (CON01)
- State Constitutional Law (CON02)
- Other Amendments (CON03)

### Criminal Law (CRM00)

- Drugs (CRM01)
- DUI (CRM02)
- Juvenile (CRM03)
- Sentencing (CRM04)
- Traffic (CRM05)

### Education Law (EDU00)

- Special Education (EDU01)
- Student Rights (EDU02)
- Other Education Administration (EDU03)

### Elder Law (ELD00)

### Employment Law (EMP00)

- Employee Representation (EMP01)
- Employer Representation (EMP02)
- Hiring and Firing (EMP03)
- Managing Employees (EMP04)
- Unemployment Compensation (EMP05)

### Environmental Law (ENV00)

- Animals (ENV01)
- Energy (ENV02)
- Natural Resources (ENV03)
- Pollution (ENV04)
- Water (ENV05)

### Ethics (ETH00)

- Conflicts of Interest (ETH01)
- Diversity Training (ETH02)
- Fees (ETH03)
- Fiscal Responsibility (ETH04)
- Legal Advertising (ETH05)
- Legal Malpractice (ETH06)
- Professionalism/Civility (ETH07)
- Substance Abuse (ETH08)
- Specialization (ETH09)
- Ethics Technology (ETH10)

### Family Law (FAM00)

- Adoption (FAM01)
- Child Custody and Support (FAM02)
- Divorce (FAM03)
- Marriage (FAM04)
- Paternity (FAM05)

# Law Office Management

Board Policy revised April 2005

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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 PACLE 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.



# Law Office Management

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

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 PACLE credit.
- Authorize payment electronically for credits reported  
(\$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 PACLE.

## 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 PACLE main database. This information is then used to report to the Board and Court. It is also utilized to generate PACLE's Accredited Provider Course Statistics Summary Report which you will receive biannually as an Accredited Provider.

# Attendance Reporting and Course Evaluation Reporting Steps Example shown: Live Course

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Roster Management**

**Rosters(1)** Add registrants and confirm attendance

**Roster Supplements(455)** Add or modify attendance to previously filed rosters

**Course Evaluations(2)** Add Course Evaluation summary data

**Course Evaluation Supplements(445)** Add or modify attendance to previously filed evaluations

**Review and File Rosters and Course Evaluations** **Review and File Roster Supplements**

**ASAP Tip:** All Rosters, Evaluations and Supplements must be filed in order to process and post credits. Use the buttons above to review, finalize and submit information.

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Roster Information**

Select an option:  Page Size: 100 Display: None

By Month and Year: June 2019 Search

Course Name:  Begins with:  **Go**

| Course Title  | Course Date | Course Time | Media Type   | Course Location | Total # | Roster                 |
|---|-------------|-------------|--------------|-----------------|---------|------------------------|
| 6 Practical Tips on Environmental Due Diligence in Real Estate Transactions | 6/13/2019   | 12:00 PM    | Live Program | NORRISTOWN      | 0       | <a href="#">Roster</a> |
| Direct & Cross of Sale & Expert Witness                                     | 6/13/2019   | 12:00 PM    | Live Program | NORRISTOWN      | 0       | <a href="#">Roster</a> |
| Federal Policy Just a Little Penance in all You Need                        | 6/20/2019   | 12:30 PM    | Live Program | NORRISTOWN      | 0       | <a href="#">Roster</a> |
| The New Pennsylvania Addition Law Effective July 1, 2019                    | 6/20/2019   | 12:30 PM    | Live Program | NORRISTOWN      | 0       | <a href="#">Roster</a> |

First Prev Page 1 of 1 Next Last

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Back** **Roster Help**

**6 Practical Tips on Environmental Due Diligence in Real Estate Transactions**  
 Course Date: 6/13/2019 12:00 PM  
 Credit Hours(E/S): 0/1 Max Credit:1  
 Delivery Method: Live Program

**Register By ID** **Register By Last Name** **Cancel By ID**

**Register ID** **Register ID** **Register ID**

**Course Evaluation** **Course Eval**

**Save Roster**

| Learner ID | Group ID | Last Name  | First Name   | Attendance   | Teaching Credit          | Ethics Hours | Substantive Hours | Attorney Fee   |
|------------|----------|--|--|--|--------------------------|--------------|-------------------|--|
| 1          | 1        | Fuge <td>Lloyd <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </td>     | Lloyd <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td>  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 0                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5          | 2        | Simmons <td>August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </td> | August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 0                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Back** **Roster Help**

**6 Practical Tips on Environmental Due Diligence in Real Estate Transactions**  
 Course Date: 6/13/2019 12:00 PM  
 Credit Hours(E/S): 0/1 Max Credit:1  
 Delivery Method: Live Program

**Register By ID** **Register By Last Name** **Cancel By ID**

**Register ID** **Register ID** **Register ID**

**Course Evaluation** **Course Eval**

**Save Roster**

| Learner ID | Group ID | Last Name  | First Name   | Attendance   | Teaching Credit          | Ethics Hours | Substantive Hours | Attorney Fee   |
|------------|----------|--|--|--|--------------------------|--------------|-------------------|--|
| 9          | 1        | Fuge <td>Lloyd <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </td>     | Lloyd <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td>  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 0                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5          | 2        | Simmons <td>August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </td> | August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 0                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Back** **Roster Help**

**6 Practical Tips on Environmental Due Diligence in Real Estate Transactions**  
 Course Date: 6/13/2019 12:00 PM  
 Credit Hours(E/S): 0/1 Max Credit:1  
 Delivery Method: Live Program

**Register By ID** **Register By Last Name** **Cancel By ID**

**Register ID** **Register ID** **Register ID**

**Course Evaluation** **Course Eval**

**Save Roster**

| Learner ID | Group ID | Last Name  | First Name   | Attendance   | Teaching Credit          | Ethics Hours | Substantive Hours | Attorney Fee   |
|------------|----------|--|--|--|--------------------------|--------------|-------------------|--|
| 7          | 1        | Band <td>Robert</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>1</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td>     | Robert   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 1                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9          | 1        | Fuge <td>Lloyd</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td>      | Lloyd  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 0                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5          | 2        | Simmons <td>August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>1</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </td> | August <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td><input type="checkbox"/></td> <td>0</td> <td>1</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 1                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**ASAPNexus** HOME PROFILE CLIENTS COURSES **ROSTERS** FORMS HANDBOOK

**Back** **Roster Help**

**6 Practical Tips on Environmental Due Diligence in Real Estate Transactions**  
 Course Date: 6/13/2019  
 Credit Hours(E/S): 0/1 Max Credit:1  
 Delivery Method: Live Program

**Register By ID** **Register By Last Name** **Cancel By ID**

**Register ID** **Register ID** **Register ID**

**Course Evaluation** **Course Eval**

**Save Roster**

**Course Evaluation Summary**

**6 Practical Tips on Environmental Due Diligence in Real Estate Transactions**  
 Course Date: 6/13/2019  
 Credit Hours(E/S): 0/1 Max Credit:1  
 Delivery Method: Live Program

Total Responses Received: 0

| Registration      | Failed To Meet Expectations | Needs Improvement | Met Expectations | Exceeded Expectations | Excellent | Total |
|-------------------|-----------------------------|-------------------|------------------|-----------------------|-----------|-------|
| Overall Quality   | 0                           | 0                 | 0                | 0                     | 0         | 0     |
| Written Materials | 0                           | 0                 | 0                | 0                     | 0         | 0     |
| Instructors       | 0                           | 0                 | 0                | 0                     | 0         | 0     |
| Facilities        | 0                           | 0                 | 0                | 0                     | 0         | 0     |

**Update**

| Attendance   | Teaching Credit          | Ethics Hours | Substantive Hours | Attorney Fee   |
|--|--------------------------|--------------|-------------------|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 1                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> | 0            | 1                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Once finished, save roster

Course Evaluation Reporting

## Attendance Reporting and Course Evaluation Reporting Steps Example shown: Pro Bono

Distance Learning Roster Help

**PACLE 2019 Service**  
**Credit Hours(E/S): 0/3 Max Credit: 3**  
**Delivery Method: Pro Bono(Pro Bono)**  
**Course Approved Date: 1/1/2019**

Need to change course information? Click [here](#)

| Lawyer ID | Group ID | Date Taken MM/DD/YYYY | Last Name | First Name | Pro Bono                            | Ethics Hours | Substantive Hours |
|-----------|----------|-----------------------|-----------|------------|-------------------------------------|--------------|-------------------|
| 12345     | 2        | 5/10/2019             | DeFino    | Anthony    | <input checked="" type="checkbox"/> | 0            | 3                 |

Save Roster

Please note that providers may only assign a max of 3 substantive credit hours for Pro Bono work.

## Attendance Reporting and Course Evaluation Reporting Steps Example shown: Distance Learning

ASAPNexus

HOME PROFILE CLIENTS COURSES ROSTERS FORMS

Distance Learning Roster Help

**Distance Learning Roster for Body Worn Cameras**  
**Credit Hours(E/S): 0/1 Max Credit: 1**  
**Delivery Method: Web-Reply/Pre-Recorded**  
**Course Approved Date: 8/30/2021**

Need to change course information? Click [here](#)

| Lawyer ID | Group ID | Date Taken MM/DD/YYYY | Last Name | First Name | Ethics Hours | Substantive Hours |
|-----------|----------|-----------------------|-----------|------------|--------------|-------------------|
| 4         | 1        | 10/10/2021            | Edwards   | Robert     | 0            | 1                 |

Save Roster

For Distance Learning credits please be aware that if the course is pre-recorded providers need to show the attorney's completion date.

## Attendance Reporting and Course Evaluation Reporting Steps Example shown: Teaching Credit

ASAPNexus

HOME PROFILE CLIENTS COURSES ROSTERS FORMS

Roster Help

**9th Annual Penn Law Entertainment and Sports Law Symposium**  
**Course Date: 3/17/2022 9:00 AM**  
**Credit Hours(E/S): 0/7 Max Credit: 7**  
**Delivery Method: Live Program**

Need to change course information? Click [here](#)

| Lawyer ID | Group ID | Last Name | First Name | Attended All/None   | Teaching Credit                     | Ethics Hours | Substantive Hours | Attorney Paid All/None  |
|-----------|----------|-----------|------------|---|-------------------------------------|--------------|-------------------|---|
| 82        | 1        | Smith     | John       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> | 0            | 7                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Save Roster

Providers must check the teaching credit box and update the credit total.

## Transmittal Process

After the roster is saved, providers go to the Rosters homepage again and select the blue button on the bottom left of the screen

Roster Management

|                                    |  |
|------------------------------------|--|
| Rosters(1)                         | Add registrants and confirm attendance                   |
| Roster Supplements(455)            | Add or modify attendance to previously filed rosters     |
| Course Evaluations(1)              | Add Course Evaluation summary data                       |
| Course Evaluation Supplements(445) | Add or modify attendance to previously filed evaluations |

[Review and File Rosters and Course Evaluations](#) [Review and File Roster Supplements](#)


**ASAP Tip** All Rosters, Evaluations and Supplements must be filed in order to process and post credits. Use the buttons above to review, finalize and submit information.

On the next page, they can check the items that they wish to transmit and hit the submit button.

### Submit Roster/Course Evaluation

| Course Title                   | Course Date | Course Time | Course Location | Media Type   | Total # Roster Pending | Roster All / None                   | Total # Evaluation Pending | Course Eval All / None              |
|--------------------------------|-------------|-------------|-----------------|--------------|------------------------|-------------------------------------|----------------------------|-------------------------------------|
| Pro Bono March Training        | 3/1/2023    | 10:00 AM    | BADEN, PA       | Live Program | 2                      | <input checked="" type="checkbox"/> | 2                          | <input checked="" type="checkbox"/> |
| TEST COURSE - December 13 2011 | 4/9/2013    | 10:00 AM    | BRADDOCK, PA    | Live Program | 4                      | <input type="checkbox"/>            | 0                          | Submitted                           |

If pop ups are enabled, they will get a copy of their transmittal form:

[Print or Save Transmittal](#) 

**ASAPNexus Transmittal Form**

Please print and complete this form, and submit to:

Pennsylvania Continuing Legal Education Board  
601 Commonwealth Ave., Suite 3400  
PO Box 62495  
Harrisburg, PA 17106-2495

Provider Name: PA Continuing Legal Ed Board  
Provider ID: 745  
File Name: 20230610745.r05  
Submitted Date: Mar 02, 2023

| Course Name             | Course Date | Course Location | Offering ID | Notice ID | # of Attendees | Amount Due    |
|-------------------------|-------------|-----------------|-------------|-----------|----------------|---------------|
| Pro Bono March Training | 03/01/23    | BADEN, PA       | 281213      | 511833    | 2              | \$6.00        |
| <b>Total:</b>           |             |                 |             |           |                | <b>\$6.00</b> |

Amount Enclosed = \$ \_\_\_\_\_ Check Number = \_\_\_\_\_

If pop ups are not enabled, they will have to go to the Forms tab and select Roster Transmittal Forms or Supplement Transmittal Forms depending on the type of file they transmitted:

### Roster Reports

- Roster Check-In
- Detailed Roster Report
- Roster Transmittal Forms
- Supplement Transmittal Forms
- Roster Payments
- Evaluation Report - Live Course
- On Demand Evaluation Report - Distance Learning

Just click on the word "Transmittal" in the same row as the course title:

| Course Title           | Course Date/Time  | Course Location       | Media Type   | File Name       | Submit Date | Review Transmittal |
|------------------------|-------------------|-----------------------|--------------|-----------------|-------------|--------------------|
| Part II SHSL           | 7/30/2013 9:00 AM | HOPKINS, MN           | Live Program | 20230610745.r02 | 03/02/2023  | Transmittal        |
| PACLE 2019 Service     | 1/1/2019 8:00 AM  | HARRISBURG, PA        | Pro Bono     | 20230610745.r02 | 03/02/2023  | Transmittal        |
| Family Law Update 2019 | 7/24/2019 1:00 PM | ALLENTOWN, PA         | Live Program | 20230610745.r03 | 03/02/2023  | Transmittal        |
| Evaluation Test        | 1/3/2023 11:00 AM | DISTANCE LEARNING, DL | Live Webcast | 20230610745.r01 | 03/02/2023  | Transmittal        |



# Electronic Payment

Approximately one half of 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 PACLE 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.

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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."

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## How Does ACH Work

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





Clear Form

## Authorization for Direct Debit/ Credit Part

### Part 1: Complete All Items

1. Action to be taken (check one):

☐ begin direct debit                      ☐ stop direct debit                      ☐ change financial institution  
☐ change account number                      ☐ begin direct credit                      ☐ stop direct credit

2. Employee/ Business Name: \_\_\_\_\_

3. Social Security Number/ EIN Number: \_\_\_\_\_

### Part 2: Financial Institution Information

4. Type of Account (please indicate below the account to debit and include the account number):

Checking Account Number: \_\_\_\_\_

*(attach a voided check, please make sure that attached voided check and the account number you have indicated are the same)*

Savings Account Number: \_\_\_\_\_

*(attach a preprinted deposit ticket)*

5. Financial Institution Name: \_\_\_\_\_

Address \_\_\_\_\_

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

6. Phone Number: \_\_\_\_\_

7. Financial Institution Routing Number - \_\_\_\_ \_

### Authorization

Unless otherwise indicated above, I hereby authorize and request the PA Continuing Legal Education Board, hereinafter referred to as COMPANY, to direct the transaction amount of (Variable) to/from my account indicated at the Financial Institution designated above on an as needed basis, and I further authorized the Financial Institution to debit or credit the same to such account without responsibility for correctness of such amount.

I agree to notify the PACLE Board thirty (30) days prior to the effective date if I wish to change:

1. The designated Financial Institution
2. The account to which the transaction occurs.
3. To stop the authorization.

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

### To be completed by COMPANY

Date Received \_\_\_\_\_ Input Date \_\_\_\_\_ Date Processed \_\_\_\_\_ Effective Date of Direct Deposit \_\_\_\_\_

# Attendance/Evaluation Reporting

Accredited Provider reporting standards after a course is held :

---

- Attendance Reports/Evaluation Summaries shall be transmitted to PACLE 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 PACLE 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:

PACLE 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 PACLE within thirty (30) days of the activity, please contact the PACLE Board at 800.497.2253. This information then be made available to PACLE's operation department as well as to lawyers who contact the PACLE Board to inquire about their credit request.

# Teaching/Preparation Credit

The following is how the Rules and Regulations for CLE in Pennsylvania address the issue of teaching/preparation credit (Please note that providers must manually adjust the credits if an attorney is entitled to additional 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

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- 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.
- PACLE credit is not granted for instructors of law school courses, graduate or LLM programs. The PACLE Board maintains the position that teaching a law school course is not to be considered continuing the teacher’s legal education.

# Lawyer Compliance

As mentioned previously, there are nearly 1,000 Accredited Providers.

This growing number of course sponsors provide approximately 85% of all the hours processed by PACLE 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 PACLE Board, within thirty days of the activity. In addition to complying with the Rules and Regulations for PACLE, 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 PACLE, this information should prove to be valuable as it can directly and indirectly affect your course attendance.

# Lawyer Compliance

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 2 hours must be in ethics and at least 6 must be “live” credits per year.

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 the their deadline, a final attendance report is sent. Lawyers who have not met, or deferred, their requirement by their deadline receive a notice of noncompliance. 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.

# Lawyer Compliance

Lawyers who remain non-compliant after 90 days receive a second letter from PACLE. 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 PACLE implements the Special Attendance Verification, or SAVER form. This is a preprinted lawyer specific and course specific form generated by PACLE. The SAVER form is used for in-person programs. In lieu of a SAVER form for Distance Learning programs, a certificate of attendance form can be used. 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 PACLE. 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 PACLE.

# GROUP 1- DEADLINE APRIL 30<sup>TH</sup>

|   |  |
|---|--|
| MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER |  |
| JANUARY   | Preliminary attendance reports sent by PACLE.  |
| 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. |



## GROUP 2- DEADLINE AUGUST 31<sup>ST</sup>

|  |  |
|--|--|
| SEPTEMBER, OCTOBER,<br>NOVEMBER, DECEMBER,<br>JANUARY, FEBRUARY,<br>MARCH, APRIL |  |
| MAY  | Preliminary attendance reports sent by PACLE.  |
| JUNE, JULY   |  |
| AUGUST   | August 31st is the annual Group One 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,<br>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. |

## GROUP 3- DEADLINE DECEMBER 31<sup>ST</sup>

|  |  |
|--|--|
| JANUARY, FEBRUARY,<br>MARCH, APRIL, MAY, JUNE,<br>JULY, AUGUST |  |
| SEPTEMBER  | Preliminary attendance reports sent by PACLE.  |
| OCTOBER, NOVEMBER  |  |
| DECEMBER   | December 31st 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,<br>AUGUST  | 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. |

# SAVER Form Example



Clear Form

## Special Attendance Verification

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:

Submit Form by this Date:

Sender:

Provider:

Title:

Date:

Location:

Attorney ID#:

Group #:

Attorney Name:

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

\_\_\_\_\_  
Indicate Location Attended

**Submission of this form to the CLE Board is the LAWYER'S responsibility. Additional conditions of compliance may exist. All lawyers using this form should contact the CLE Board to verify compliance.**

Pennsylvania Continuing Legal Education Board

Pennsylvania Judicial Center • 601 Commonwealth Ave • Suite 3400  
PO Box 62495 • Harrisburg, PA 17106-2495 • (800) 497-2253