



**CLE PRE-APPROVAL APPLICATION FORM**

(application instructions begin on next page)

**Contact Information**

Name of CLE Provider: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Program**

Title of Program: \_\_\_\_\_  
*(attach a copy of the agenda or outline of the program, or the program brochure)*

Name of Speaker: \_\_\_\_\_  
*(attach a copy of each speaker's resume or biography)*

Location of Presentation: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Length of Presentation\*: \_\_\_\_\_ hours substantive and/or \_\_\_\_\_ hours ethics

Check enclosed in the amount of \$ \_\_\_\_\_

*\*If you are submitting applications for a multiple CLE event, such as a conference, please include a copy of the agenda indicating the timeline of each segment of the seminar being offered, including lunch and breaks.*

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**THIS SECTION FOR KEYSTONE ALLIANCE USE ONLY**

The above application is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED Date: \_\_\_\_\_

Approval: _____ hours substantive credits _____ hours ethics credits	If denied, state reason for denial:
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\_\_\_\_\_  
 CLE Coordinator  
 Keystone Alliance of Paralegal Associations



**APPLICATION FOR PRE-APPROVAL  
OF CONTINUING LEGAL EDUCATION (CLE) CREDIT EVENT**

**Instructions for Application by Mail or Email**

The event/program for which CLE credit is being requested must be at least 30 minutes in length to obtain a .5 CLE credit hour. CLE credits will not be approved for seminars of less than 30 minutes.

Application should be made at least 45 days prior to the event/program for which CLE credits are being requested. Applications submitted less than 45 days prior to the event/program will incur additional fees. Applications submitted less than 15 days prior to the event/program will not be accepted for review. Please submit the completed application form along with the following:

- (a) a copy of each speaker’s resume or biography;
- (b) a copy of the agenda or outline of the program, or the program brochure; and
- (c) a check for the required fee as set forth in the following fee schedule:

Keystone Alliance of Paralegal Associations:	FREE
Keystone Alliance Member Association:	FREE
Pennsylvania Bar Institute (PBI):	FREE
Individual member of a Keystone Alliance Member Association:	\$5.00
Non-Keystone Alliance Member or Approved Provider*:	\$25.00
Applications submitted less than 45 days prior to event/program, ADD:	\$10.00

*\* The following “Approved Providers” are eligible to apply for pre-approval of CLE credit(s) for continuing education events: the Keystone Alliance, any Keystone Alliance member association, paralegals who meet the definition of a paralegal as set forth on the Keystone Alliance website, any professional seminar provider (such as NBI or IPE), any bar association, other law-related organizations, accredited institutions of higher education, or in-house presentations/seminars at a law firm or corporation.*

If an applicant is applying for CLE credits for multiple seminars being offered at a specific event, such as a conference, a separate application form and supporting documentation must be submitted for each seminar. A detailed timeline of each segment of the seminar being offered, including lunch and breaks, shall be included with the application packet. A separate fee schedule shall apply for such events in accordance with the following fee schedule:

<b>Category:</b>	<b>1<sup>st</sup> application</b>	<b>2<sup>nd</sup> application</b>	<b>3<sup>rd</sup> application</b>	<b>additional applications</b>
Keystone Alliance Member Association:	FREE	FREE	FREE	FREE
Individual member of a Keystone Alliance Member Association:	\$5.00	\$5.00	FREE	FREE
Non- Keystone Alliance Member or Approved Provider:	\$25.00	\$5.00	\$5.00	FREE

Kindly forward the above materials as follows:

<p><b>BY MAIL:</b> forward hard copy + check to: Keystone Alliance of Paralegal Associations Attention: CLE Coordinator P.O. Box 344 Pittsburgh, PA 15230</p>	<p><b>BY EMAIL:</b> forward check to the post office box + email a scanned copy of the application and check (scanned in as a single document/attachment) to: <a href="mailto:CLECoordinator@keystoneparalegals.org">CLECoordinator@keystoneparalegals.org</a>.</p>
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Please allow 6 – 8 weeks for normal processing.