



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 here if your event is open to individuals outside of your organization AND you would like to have the event posted on the Keystone Alliance's website/events page.

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.*

THIS SECTION FOR KEYSTONE ALLIANCE USE ONLY

The above application is: _____APPROVED _____DENIED Date: _____

<p>Approval:</p> <p>_____ hours substantive credits</p> <p>_____ hours ethics credits</p>	<p>If denied, state reason for denial:</p>
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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:

Category:	1st application	2nd application	3rd application	additional applications
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:

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