



P. O. Box 344
Pittsburgh, PA 15230
www.keystoneparalegals.org

Supporting Documentation Requirements for Renewal of Pa.C.P. Credential

The following guidelines are intended to assist our Pa.C.P.'s in determining what documentation is required at the time of renewal in order to substantiate that they have completed the requisite continuing legal education (CLE) requirements.

Please be aware that our reviewers are volunteers who work as full time paralegals. Be sure you understand what documentation needs to be included so that our reviewers are not inundated with large volumes of unnecessary documentation. *Our reviewers have the right to reject applications that are deemed to be too voluminous.*

Carry-forward CLE Credits

Any carry-forward credits earned by the Pa.C.P. pursuant to the Pa.C.P.'s previous approved renewal application will be reflected on the Pa.C.P.'s *current* wallet card. (If your current wallet card does not indicate any carry-forward CLE credits, you do not have any.)

In order to receive credit for the carry-forward CLE credits on your next renewal application, you must list the number of carry-forward credits (as indicated on your wallet card) on the dedicated (first) line of the CLE Reporting Form AND attach a copy of the wallet card showing the carry-forward credits.

NOTE: If this is the first time you are submitting a renewal application, you will not have any carry-forward credits to report.

Preapproved Presentations

If the Pa.C.P. attends a course, seminar or program which has been preapproved for CLE credits by the Keystone Alliance or one of its preapproved providers¹ (NFPA, NALA, PACLE, and PBI), the Pa.C.P. may only need to submit his or her Proof of Attendance at the time of renewal. **However**, note that the said Proof of Attendance must specifically include the following information:

- participant's name (*i.e.*, your name)
- the title of the presentation
- the name of the speaker(s)
- the date and location of the presentation
- the number and type (substantive or ethics) of CLE credits for which the course, seminar or program was preapproved
- the name of the entity (Keystone Alliance, NFPA, NALA or PBI) which preapproved the CLE Credits

If the Proof of Attendance form provided does not contain all of the information listed above, you will need to include a copy of the provider's flyer, course brochure or course description to supply the missing information.

If the provider does not offer a Proof of Attendance form for non-attorneys, please use the Proof of Attendance form available in the [Legal Resources Section](#) of the website. This form must be completed by you and signed by the program moderator or by your supervising attorney or office manager. When using this Proof of Attendance form, you must attach a copy of the course or program description which sets forth the program information indicated above.

CLE Credits Sought at Time of Renewal

Additional documentation is required at the time of renewal for any courses, seminars or programs which were not preapproved for CLE credits by the Keystone Alliance or a preapproved provider. The type of documentation required will vary depending upon the source of the requested credits as follows:

Courses/Seminars/Programs

- When applying for CLE credit hours for seminar/courses attended (including webinars, webcasts, and on-demand programs), the Pa.C.P. must submit the following:
 - a description of the seminar topic and a copy of the agenda or an outline of the presentation*;

¹ "Preapproved" means that the course provider obtained approval for CLE credits prior to advertising/presenting its course; the number of CLE credits for which a course has been preapproved will be noted in the advertisement, as will the name of the entity which has preapproved the credits. If a course is not preapproved by the Keystone Alliance or one of its preapproved providers as noted above, then the Pa.C.P. will need to seek approval for CLE credits for the course at the time of renewal. Please refer to the following section, *CLE Credits Sought at Time of Renewal*, for complete information on required documentation.

- a copy of each speaker's bio or resume which indicates his or her relevant qualifications;
- for conferences which feature multiple breakout sessions, a copy of the seminar brochure or agenda which provides a detailed timeline of each segment of the conference including lunch and breaks; and
- a copy of your proof of attendance** which indicates the number of hours attended.

**If the speaker does not provide an outline or agenda, the Pa.C.P. should take notes throughout the presentation so that an outline can be drawn up and submitted with your renewal application. Please do not send a complete copy of a Power Point presentation or similarly voluminous documentation.*

*** If the provider does not offer a Proof of Attendance form for non-attorneys, please use the Proof of Attendance form available in the Legal Resources Section of the website. This form must be completed by you and signed by the program moderator or by your supervising attorney or office manager. When using this Proof of Attendance form, you must attach a copy of the course or program description which sets forth the program information as indicated above.*

- CLE credit hours shall not be granted for less than 30 minutes of instruction.
- There is no restriction on the number of CLE credit hours which may be obtained in this manner.

College Courses

- When applying for CLE credit hours for college courses, the Pa.C.P. must submit the following:
 - a copy of the course title and description;
 - a list of faculty names and credentials;
 - the course syllabus; and
 - a copy of your final grade (a passing grade of B or better is required in order to obtain CLE credit).
- A maximum of 8 CLE Credits may be awarded for a completed college course. If requesting ethics credits based upon an ethical component of the course, proof of the time dedicated to ethics must be provided (this may be indicated in the course syllabus, or the Pa.C.P. may need to obtain additional documentation including but not limited to a signed statement from the instructor).

Self Study Programs

- When applying for CLE credit hours for self study programs, the Pa.C.P. must submit the following:
 - a copy of the promotional brochure;
 - the course outline;

- a list of faculty names and credentials;
 - sample exam questions;
 - a copy of your final test score indicating a grade of B or better; and
 - the certificate of completion.
- A self study program is a course of study in which the Paralegal is self-directed, i.e., working at his/her own pace without direct supervision or attendance in a classroom. The self study program must include a final examination consisting of a minimum of 10 test questions for each CLE credit hour. The paralegal must correctly answer 80% of the questions to receive CLE credits. The number of CLE credits awarded is at the discretion of the Credentialing Committee based upon the following criteria:
 - listening and/or viewing time for audio, video, CD, DVD and/or on-line mediums;
 - written materials including books and seminar manuals which will be assessed at 50 pages per hour; and
 - the test score on the final examination.

NOTE: Self-study programs are not CLE seminars taken on-line instead of in person. On-line seminars are included in *Courses, Seminars, and Programs*.

- A maximum of 3 CLE credit hours may be obtained in this manner.

Teaching, Speaking Or Guest Lecturing

- When applying for CLE credit hours for teaching, speaking or guest lecturing, the Pa.C.P. must submit the following:
 - a copy of the course advertisement or seminar brochure;
 - a description of the seminar topic, including areas of substantive law or professional issues to be presented; or a copy of the seminar outline or agenda;
 - a copy of the speaker's resume or description of the speaker's relevant qualifications;
 - if offered, the number of credits available to attendees; and
 - number of hours/minutes of the engagement.
- The number of CLE credit hours to be awarded in this category will be based upon the length and content of the presentation and may include credit hours for preparation time. The number of CLE credits awarded for preparation time will be up to two times the number of CLE credits which would be awarded to an attendee, but the total number of CLE credits awarded to the speaker may not exceed the maximum number of CLE credits which may be awarded in this category. The number of CLE credits awarded is at the discretion of the Credentialing Committee.
- A maximum of 8 CLE credit hours may be obtained in this manner. CLE credit is provided only one time for any seminar/course presentation.

Publishing Articles

- When applying for CLE credit hours for publishing an article, the Pa.C.P. must submit the following:
 - the article(s) for consideration;
 - proof the article was published; and
 - the date of publication.
- The number of CLE credit hours to be awarded in this category will be based upon the length and content of the article. The number of CLE credit hours granted is at the discretion of the Credentialing Committee. To receive credit, the article must be published during the Pa.C.P.'s Certification Period.
- A maximum of 2 CLE credit hours may be obtained in this manner.