



**Pennsylvania Certified Paralegal (Pa. C.P.)
Proof of Attendance for Pro Bono Activities**

This Certificate should be retained by the participant to be submitted with the Pa.C.P. Renewal Application

THIS FORM MAY NEED TO BE ACCOMPANIED BY SUPPORTING DOCUMENTATION.

If the pro bono provider appears on Keystone's approved list of providers, no additional documentation is required beyond this completed Proof of Attendance form.

If the provider is not included on Keystone's approved list, the participant must submit supporting documentation—such as an email announcement, flyer, or other written notice—showing the date, start and end times, the name of the organization, a brief description of the pro bono activity, and proof that the organization is recognized or approved by the Pennsylvania Bar Association as a qualified pro bono provider.

Participant Information:

Name: _____ email: _____

Employer: _____ phone: _____

Address: _____

Provider Information:

Host/Provider: _____

Activity Title/Description: _____

Date: _____ Location: _____

Length of Activity: _____ hours

Participant Verification:

By signing below, the participant hereby certifies that he/she has participated in the above pro bono event for the length of time hereby noted:

No. of Hours Attended by Participant: _____

When counting credit hours, count only the actual hours.

Credit is not given for lunch, breaks, registration or social periods.

Participant's Signature

Supporting Verification:

A Supporting Verification is required to validate this Proof of Attendance. This may be provided by the event organizer or another duly authorized representative.

The following authorized individual certifies that the Participant named in this Proof of Attendance participated in the above-named pro bono activity for the number of hours indicated in the Participant's Verification:

Signature of Authorized Agent

Print Name and Position

Phone or Email