



[www.keystoneparalegals.org](http://www.keystoneparalegals.org)

### **APPLICATION FOR 30-DAY EXTENSION TO COMPLETE CLE REQUIREMENTS**

In the event the Pa.C.P. is unable to complete the required number of CLE credits within the credentialing period, the Pa.C.P. may obtain a 30-day extension\* in which to complete the remaining CLE credits by submitting this completed Application along with a check for the applicable fee as set forth below.

***IMPORTANT NOTE:*** *Online submissions of applications are highly recommended to ensure timely processing. When applying online, you will have the option to pay online or by mail.*

#### **APPLICANT INFORMATION**

NAME: \_\_\_\_\_ ID NO. \_\_\_\_\_

Date of Original Pa.C.P. Certification: \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

Phone Number (in the event we have any questions): \_\_\_\_\_

E-mail address at which you wish to receive notification relative to this request: \_\_\_\_\_

Are you a member of a Keystone Alliance member association? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state name of member association: \_\_\_\_\_

*\* The 30-day extension period begins on the Pa.C.P.'s anniversary date and ends 30 days hence.*

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**SUBMISSION AND FEE**

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If applying by mail, submit this completed form, along with your check for the applicable fee, to:

Keystone Alliance Credentialing Committee  
P.O. Box 344  
Pittsburgh, PA 15230

Please make check or money order payable to *Keystone Alliance of Paralegal Associations*:

- \$15.00 fee for members of a Keystone Alliance member association.
- \$30.00 for applicants not affiliated with a Keystone Alliance member association.

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**NOTIFICATION**

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The Credentialing Committee Chairperson will acknowledge receipt of the extension notice and accompanying fee at the email address provided above.

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NOTE: Any Pa.C.P. who fails to make application for renewal of the Pa.C.P. Credential in accord with the policies of the Keystone Alliance shall forfeit the privileges associated with use of the Pa.C.P. Credential. The non-renewing Pa.C.P. will be notified via email by the Credentialing Committee Chairperson on or after ninety (90) days following the Pa.C.P.'s Anniversary Date.