



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

**PENNSYLVANIA CERTIFIED PARALEGAL  
APPLICATION FOR RENEWAL**

***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. If you choose to apply by mail, please assist us with our scanning process by using only one large binder clip or rubber band to bind your documents (no staples, bindings, etc.), as your entire submission (application, supporting documentation and a copy of your check) will be scanned in as a single document.*

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_ ID NO. \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
HOME PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_  
HOME EMAIL ADDRESS: \_\_\_\_\_  
DATE OF ORIGINAL Pa.C.P. CERTIFICATION: \_\_\_\_\_

**EMPLOYER INFORMATION**

CURRENT EMPLOYER: \_\_\_\_\_  
EMPLOYER ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
WORK PHONE NO.: \_\_\_\_\_ WORK FAX NO.: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
CURRENT EMPLOYER DATES OF EMPLOYMENT: \_\_\_\_\_

**PARALEGAL ASSOCIATION MEMBERSHIP**

*If you are a member of a Keystone Alliance member association, you MUST complete this section in order to qualify for the discounted application fee. Membership will be confirmed with the local association's Membership Chairperson.*

ARE YOU A MEMBER OF A KEYSTONE ALLIANCE PENNSYLVANIA PARALEGAL ASSOCIATION? Yes\_\_\_\_\_ No\_\_\_\_\_

PLEASE STATE NAME OF KEYSTONE ALLIANCE PARALEGAL ASSOCIATION OF WHICH YOU ARE A MEMBER: \_\_\_\_\_

\* \* \* \* \*

**Have you ever been convicted of or entered a plea of guilty or nolo contendere to a felony?**

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, attach full details (name of court, plea or conviction, sentence and length of probation) and appropriate supporting documents with a signed and dated personal explanation.

**Have you ever been investigated and/or alleged to have engaged in the Unauthorized Practice of Law?**

Yes\_\_\_\_\_ No\_\_\_\_\_

**AFFIRMATION OF RENEWAL APPLICANT**

I hereby affirm that I am a legal resident of the United States of America and that the statements made in the foregoing Application are true and complete to the best of my personal knowledge and/or on the basis of information and good faith belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to unsworn falsification to authorities.

I further affirm that I will continue to adhere to and be bound by the American Bar Association Model Rules of Professional Conduct and Minimum Standards and Professional Responsibility Guidelines for Paralegals in the Commonwealth of Pennsylvania that have been adopted by the Keystone Alliance of Paralegal Associations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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**CLE REPORTING FORM**

12 hours of Continuing Legal Education (CLE) credits are required every 2 years for the Pennsylvania Certified Paralegal to maintain her/his credential. At least 2 of the 12 credit hours shall be ethics credits.

Please use this form to keep track of your CLE credits throughout your 2-year certification period. This form must be submitted along with your renewal application and the supporting documentation required for each of the CLE credits being reported. Please feel free to print more copies of this form as needed to record your CLE credits.

**APPLICANT NAME:** \_\_\_\_\_ **ID NO.** \_\_\_\_\_

<b>Date CLE Held</b>	<b>Title of CLE course/presentation</b>	<b>No. of Substantive Credits</b>	<b>No. of Ethics Credits</b>
<i>List number of carry-over CLE credits noted on your wallet card: (See "Additional Information and Instructions" for further information)</i>			
<b>Total Credits:</b>		S	E

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**SUBMISSION**

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

Your renewal packet must include the following:

1. The completed Application for Renewal. The application should be signed on the day it is submitted for processing;
2. The completed CLE Reporting Form;
3. Supporting documentation relative to all CLE credits indicated on the CLE Reporting Form. (For specific requirements, please refer to *Supporting Documentation Requirements for Renewal of Pa.C.P. Credential* available in the [Legal Resources Section](#) of the website.);
4. Payment of the applicable, non-refundable, fee, which may be made online or by check or money order made payable to *Keystone Alliance of Paralegal Associations*.
  - \$25.00 non-refundable renewal application fee for members of a Keystone Alliance member association.
  - \$100.00 non-refundable renewal application fee for applicants not affiliated with a Keystone Alliance member association.

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**DETERMINATION AND NOTIFICATION**

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- The Credentialing Committee makes every effort to complete its review process within 30 days of receipt of an application or renewal application. All work is performed by volunteers who are employed as full-time paralegals. Please allow up to 45 days for a response in consideration of mailing delays, work loads, vacation schedules, etc. If you do not receive a response within 45 days, you may request a status report by emailing the Credentialing Committee Chairperson at [CredentialingChair@keystoneparalegals.org](mailto:CredentialingChair@keystoneparalegals.org).
- If your application is approved, you will receive an approval letter attaching your new wallet card.

- If your application is denied, you will receive a denial letter advising you of your right to appeal within 45 days and enclosing the necessary forms and instructions for submitting the appeal.

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**ADDITIONAL INFORMATION AND INSTRUCTIONS**

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Contact Information:

- The Keystone Alliance relies solely on email communications for the delivery of pertinent information to its Pa.C.P.'s. It is, therefore, the responsibility of the Pa.C.P. to ensure that the Keystone Alliance has his or her most current email address.

Timeframe for Submission of Renewal Application:

- Standard Timeframe: The Pa.C.P. shall make every effort to submit the renewal application no less than 30 days and no more than 60 days prior to the Pa.C.P.'s anniversary date.
- Grace Period: Applications may be submitted up to 15 days following the Pa.C.P.'s anniversary date before incurring late fees.
- Late Fees: Late fees shall be incurred for renewal applications received more than 15 days after the Pa.C.P.'s Anniversary Date. A late fee shall be incurred for each 30-day period following the grace period set forth above for up to 90 days following the grace period. Renewal applications may not be submitted more than 90 days after the grace period. Late fees shall be assessed as follows:
  - \$5.00 for each 30-day period for members of a Keystone Alliance member association (maximum late fee - \$15.00).
  - \$10.00 for each 30-day period for applicants not affiliated with a Keystone Alliance member association (maximum late fee - \$30.00).

Application for Extension:

- 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 apply for a 30-day extension in which to complete the remaining CLE credits, subject to all applicable fees as set forth in the Application for Extension available in the [Legal Resources Section](#) of the website.

Veracity of Documents Submitted for Renewal:

- The Pa.C.P. shall be responsible for the veracity of the documents submitted at the time of renewal and shall be held accountable for same.

- It is the Applicant's sole responsibility to redact his or her social security number and month/day of birth from all documentation submitted.
- It is the Applicant's sole responsibility to submit all required documents and fees. If your application and/or supporting documents are incomplete, your application may be rejected.

#### Carry-forward Credits:

- If, at the time of renewal, the Pa.C.P. is approved for substantive CLE credits in excess of the 12 minimum CLE credits required for renewal approval, the Pa.C.P. may be awarded up to 3 substantive carry-forward CLE credits. The number of carry-forward credits, if applicable, shall be reflected on the Pa.C.P.'s new wallet card issued at the time of renewal. The Pa.C.P. should retain an extra copy of the wallet card showing the carry-forward credits, as you will need to provide this copy as supporting documentation of your carry-forward credits when you next renew.
- Ethics credits may not be carried forward as ethics credits but may be carried forward as substantive credits.
- The carry-forward credits reflected on the Pa.C.P.'s wallet card shall expire at the end of the Pa.C.P.'s then-current credentialing period. It shall be the responsibility of the Pa.C.P. to list those carry-forward credits on the CLE Reporting Form at the time of renewal in order to ensure that the credits are applied. A copy of the wallet card indicating the number of carry-forward credits shall be attached to the renewal application as supporting documentation of the carry-forward credits.

#### Failure to Make Application for Renewal:

- Any Pa.C.P. who fails to make application for renewal of the Pa.C.P. Credential as set forth above shall forfeit the privileges associated with use of the Pa.C.P. Credential. The non-renewing Pa.C.P. shall be notified via email by the Credentialing Committee Chairperson on or after ninety (90) days following the Pa.C.P.'s Anniversary Date.