

Offering CLE Credits at Your Educational Program

The University of Pennsylvania Law School is a licensed Pennsylvania CLE provider and can authorize credit for substantive legal programming that meet the rules and regulations of the Pennsylvania Continuing Legal Education Board.

These rules require that CLE be on the subjects of: (i) substantive law, practice and procedure; (ii) lawyer ethics and the rules of professional conduct; (iii) professionalism; and/or (iv) substance abuse as it affects lawyers and the practice of law.

The rules further state that:

- The course shall be of intellectual or practical content;
- The course shall contribute directly to lawyers' professional competence or skills, or to their education with respect to their professional or ethical obligations;
- Each faculty member must possess the necessary practical or academic skills to conduct the course effectively, and should be lawyers or judges;
- The course must be open to any lawyers thought to be interested in the subject matter.
- **Thorough, high quality written materials must be provided either before or at the time of the program.** The written materials must be timely and must cover those matters that one would expect for a comprehensive and professional treatment of the subject matter of the course. Brief outlines without citations or explanatory notations are not acceptable. Contact Tim Von Dulm at The Biddle Law Library if you need assistance acquiring written materials.

If you believe your program may qualify for CLE credit, please read on for instructions as to your next steps.

Note that once programs receive PA credit, lawyers from other jurisdictions can often receive credit under their bar rules as well.¹

Student groups may wish to assign a CLE coordinator to their Conference Planning team.

Before Your Program is Announced:

1. Submit a [completed CLE Credit Request Form](#) to cle@law.upenn.edu no later than 30 days in advance of announcing your program. **Attach a complete and finalized agenda** for the day, including break times, Q&A times, etc. The schedule submitted must be the final schedule and you must notify us immediately of

¹ Note that some jurisdictions, such as New York, are self-reporting jurisdictions. Attorneys seeking credit in NY will need proof of attendance at the program (more on this, below) but we will not have to report their attendance to the CLE Board. In other jurisdictions, we will have to seek approval from the CLE Board in advance, sometimes up to 60 days in advance, in order to award credits. In the typical case, we will ONLY seek approval from the PA Board. However, if you know that you will have a number of attendees from a non-PA and non-NY jurisdiction, say, Delaware, be certain to let us know 30 days in advance so we can ascertain and follow the steps that will need to be taken for credit in that jurisdiction. *If we do not know about attendees from other states until after the event, we may not be able to offer them CLE credits.*

any changes to the schedule. **Once the event has been publicized, no further changes may be made to the schedule or the event may not be accredited.**

- a. In awarding CLE credits, we must account for break times, time for introductions, time for conversations off the proposed topic, etc. The number of hours actually approved may not be as high as your total number of programming hours.
 - b. When CLE credits are awarded for a program, that program *must* start on time and stick to schedule, continuing throughout the hours first announced.
 - c. You will receive a response indicating the number of credits to be awarded within 10 days of your submission of the CLE Credit Request Form. Please submit your request as far in advance of your program as possible, but no later than 30 days in advance of announcing your program.
2. Please note that attendees must pay a fee for CLE credits; consider this fact in setting your overall fee schedule for your program. CLE fees must be collected in a separate check made payable to the Trustees of the University of Pennsylvania.
 3. The administrative fee schedule for CLE credits is as follows:
 - a. For all programs, the administrative fee is \$40 per credit hour for all attorneys, and \$20 per credit hour for University of Pennsylvania employees, public interest attorneys, and government attorneys.
 - b. Legal Education Programs will cover the administrative fees for Penn Law faculty and staff.
 - c. Legal Education Programs will consider waiving the CLE fee for any attorneys who claim financial hardship. Please refer requests for fee waivers to cle@law.upenn.edu
 4. **Please do not indicate that CLE credits are approved for your program in advance of receiving the approval.** Once your program has been approved, you will be provided with the specific CLE language that must appear on all publicity including posters, email publicity, and any web announcements.
 5. Note that presenters may be able to seek additional credit toward the time they have spent preparing for the session. If you have presenters who are interested in PA CLE, please request copies of the Teaching Activity/Application for Course Preparation Credit Form. Return the completed forms to cle@law.upenn.edu.

On the day of the program, we will staff a table and register CLE attendees. Please keep in mind, if we are given short notice, we may not be able to staff your program. More on that to follow, with your approval information.