

Procedures for Pennsylvania Attendees

- All attendees who want their CLE credits reported to Pennsylvania will receive a PACLE Credit Request form. Please complete only one PACLE Credit Request form per attorney. Section B must be completed.
- Attendees should attach all of the Uniform Certificate(s) of Attendance they receive at the program to the PACLE Credit Request form.
- The total hours claimed in Section B of the PACLE Credit Request form should equal the sum of the hours on all attached Uniform Certificate(s) of Attendance.
- Pennsylvania requires an attendance fee payment of \$1.50 per credit hour, or any portion thereof. Please refer to Section C to calculate the proper attendance fee payment for the hours claimed in Section B.
- All of the above information along with a check made payable to **PACLE** should be forwarded to:

**PACLE
5035 Ritter Road, Ste. 500
PO Box 869
Mechanicsburg, PA 17055**