

Pennsylvania Continuing Judicial Education Board of Judges
COURSE ACCREDITATION REQUEST FORM

Please complete this form to apply for continuing judicial education course accreditation. Please forward this form, an agenda, course description, and faculty bios to: AOPC Judicial Education Department at: 601 Commonwealth Ave., Suite 1500, P.O. Box 61260, Harrisburg, PA 17106 or Email: judicial.education@pacourts.us.

Course Title: _____

Sponsoring Provider: _____

Mailing Address: _____

Phone: _____ Email: _____

Date of Program: _____

Location of Program: _____

Type of Request (please select one): Provider Sponsor Request Judge Attending Request

Number of Credits Requested: _____ Substantive _____ Judicial Ethics (if requesting ethics credit please complete page 2)

(a) Please describe specifically how this course or activity serves to enhance a judge's knowledge and judicial practice. If your explanation exceeds space permitted, please attach addendum.

(b) Please describe how this course or activity serves to "address the distinct needs of judges" and state whether the course is "delivered to an audience consisting exclusively or primarily of judges".

* If this course or activity was "intended for both judges and others" and not "exclusively or primarily" for judges, please explain why it should be an exception to Rule 303(b) requiring that CJE courses should ordinarily be delivered exclusively or primarily to judges. If the presence of non-judges is critical to the program, please explain in detail. If your explanation exceeds space permitted, please attach addendum.

Signature _____ Date: _____

Requester Printed Name: _____

Requester Email Address: _____

For advance approval of credit, this form and all required attachments must be submitted at least 60 days prior to the activity.
Application for retroactive approval must be made within 30 days of activity

For course accreditation standards, please refer to Pa C.J.E. Rule 304(c).

ETHICS STATEMENT

If requesting ethics credit, please include a description of how the course will enhance a judge's knowledge, competence, or proficiency in identifying and addressing ethical situations.

If possible, specifically identify the ethical issues that will be or were discussed in the course, and provide reference to any canons and/or rules in the Code of Judicial Conduct that will be discussed.

Please include any other relevant materials you would like the Board to consider. If your explanation exceeds space provided, please attach addendum.