

**Pennsylvania Continuing Judicial Education Board of Judges**  
**CJE TEACHING ACTIVITY REQUEST FORM**

Please complete this form if you are requesting Continuing Judicial Education teaching activity credit as described in:

Rule 308 Teaching for CJE Credits: (a) Judges may receive credit for teaching, subject to the following provisions:

1. Judges will only receive credit for teaching a course or activity otherwise approved for credit under these rules and that is designed primarily for other judges.
2. Credit for teaching will be given on the basis of two (2) hours credit for each hour of presentation for the first time credit is sought in any compliance period. Repeat presentations during a compliance period will not be entitled to any further credit. See Rule 306(h).

Comment: Teaching credits are limited to situations where the judge is teaching primarily to other judges. When this occurs, the judge may be entitled to two credits for every hour of instruction, subject to the limitations herein and in Rule 302(b). Any other teaching, such as to lawyers, law students, etc., may be entitled to credit for attending the course, provided the course is otherwise approved for credit under these rules.

Submit to AOPC Judicial Education Dept at: 601 Commonwealth Ave., Suite 1500, P.O. Box 61260, Harrisburg, PA 17106-1260 or Email: [judicial.education@pacourts.us](mailto:judicial.education@pacourts.us).

Judge Name: \_\_\_\_\_ Attorney ID: \_\_\_\_\_

Course Title: \_\_\_\_\_

Sponsoring

Provider: \_\_\_\_\_

Provider Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s)/Times: \_\_\_\_\_

Location: \_\_\_\_\_

Is this the first time that you are seeking teaching activity credit for this course during this compliance period?

Yes      No      If No, repeat presentations during a compliance period are not entitled to any further credit.

Is/Was this course designed primarily for other judges? Yes      No      If No, teaching activity credit is not available.

Number of hours spent presenting: Substantive \_\_\_\_\_ Ethics \_\_\_\_\_

Was this course approved for CJE credit? If Yes, please provide PACJEB Activity Code \_\_\_\_\_

If No, please submit information regarding the course: include course description, agenda and bios of the faculty. If requesting ethics credit, include a description below how the course will enhance a judge's knowledge, competence, or proficiency in identifying ethical situations and analyzing what is required by the Code of Judicial Conduct. Please reference specific canons in the Code of Judicial Conduct or other materials. If explanation exceeds space provided, please submit an addendum.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Judge Email Address: \_\_\_\_\_ Judge Phone Number: \_\_\_\_\_

Application for teaching activity credit must be made within 30 days of activity.