

**NON-ACCREDITED PROVIDER
APPLICATION: REQUEST FOR APPROVAL
OF CJE COURSE**

ADMINISTRATIVE OFFICE OF PENNSYLVANIA COURTS
Judicial Education Department
601 Commonwealth Ave., Suite 1500
P.O. Box 61260
Harrisburg, PA 17106-1260
717-231-3311
judicial.education@pacourts.us

SPONSORING PROVIDER'S INFORMATION:

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Program Name/Title: _____

Date(s)/Time(s): _____

Location: _____

METHOD OF PRESENTATION—PLEASE INDICATE WHICH APPLY:

Faculty in Room with Participants Distance Education (Moderator Present and Interaction Available)

PARTICIPANT INFORMATION:

This program was advertised to: Judges Lawyers Others: (Indicate as an attachment to this form, how this activity has significant intellectual or practical content which will improve a judge's professional competence and ethical behavior.)

Degree of difficulty: Beginner Intermediate Advanced

List any admission restrictions: _____

COURSE MATERIALS: Are there course materials available: Yes No

METHOD OF EVALUATION: Participant Critique Independent Evaluator None Other

CREDITS REQUESTED: By signing below, I certify that I plan to offer, or have offered the above program and request the following credits. CJE credit hours are based on a 60 minute hour minimum and 30 minute increments thereafter, but does not include breaks, meals, or introductions (e.g. 60 or 75 minute program = 1 credit hour; 90 minute program = 1.5 credit hours). Substantive Credits: _____ *Ethics Credits: _____ Total Credits: _____

*If requesting ethics credit, please specifically describe how the substance of this course will address and/or facilitate a judge's knowledge, competence, or proficiency of judicial ethics. Please include reference to provisions contained within the Code of Judicial Conduct, or other material, that informs a judge's ethical performance.

Printed Name & Title

Date

Signature

REQUIRED ATTACHMENTS TO THIS APPLICATION: Time Schedule/Agenda (Brochure/Outline Description), Table of Contents, and Faculty Biographies/Description. Please submit application and materials to the Pennsylvania Continuing Judicial Education Board of Judges by emailing to judicial.education@pacourts.us or mailing to:

**AOPC - Judicial Education Department
601 Commonwealth Ave., Suite 1500
P.O. Box 61260
Harrisburg, PA 17106-1260**

*For advance approval of CJE credit, this form and accompanying materials must be submitted
at least 60 days prior to the activity.*

Application for retroactive approval must be made within 30 days of activity.