

## **Pennsylvania**

## **Continuing**

## **Legal**

## **Education**

## **Board**

### **2002 Membership**

Ruth E. Ganister, Esq., *Chair*  
Carmen P. Belefonte, Esq., *Vice Chair*  
Rosa Copeland Miller, Esq.  
Robert S. Grigsby, Esq.  
Alan C. Kessler, Esq.  
John F. Mizner, Esq.  
Arthur L. Piccone, Esq.  
Paul Michael Pohl, Esq.  
Richard A. Sprague, Esq.  
Sandor Yelen, Esq.

### **Staff:**

Daniel Levering, *Administrator*

### **Legal Authorization:**

Title 204 - Judicial System General Provisions Part V. Professional  
Ethics and Conduct [204 PA Code C. 82]  
Pennsylvania Rules for Continuing Legal Education; No. 99 Supreme  
Court Rules Doc. No. 1

5035 Ritter Road,  
Suite 500  
Mechanicsburg, PA 17055  
(717) 795-2139  
(800) 497-2253  
e-mail [pacleb@pacle.org](mailto:pacleb@pacle.org)  
[www.pacle.org](http://www.pacle.org)

## History/Background

With the promulgation by the Pennsylvania Supreme Court of the Pennsylvania Rules for Continuing Legal Education on January 7, 1992, Pennsylvania became the thirty-eighth state in the union to require attorneys to participate in formal continuing legal education (CLE).

It is the responsibility of the Continuing Legal Education Board to administer the rules pertaining to such education for attorneys. This responsibility began with establishing the entire continuing legal education requirements system and continues to include updating the requirements and rules as necessary, monitoring each attorney's compliance with the requirements, notifying attorneys of CLE status, and accrediting and monitoring CLE providers and courses.

The board established the following goals early in its existence:

- create and maintain a credible and respected CLE program in Pennsylvania
- be lawyer-friendly
- make compliance easy for lawyers
- minimize paperwork for lawyers
- utilize the most modern, efficient and effective methods of communication
- automate as much as possible through computerization.

The board is comprised of ten active Pennsylvania attorneys appointed by the Supreme Court. Member terms are three years in length, and no member may serve more than two consecutive terms.

## Compliance Requirements and Deadlines

Annual CLE credit-hour requirements are met by completion of accredited courses in the areas of substantive law, practice and procedure, ethics, professionalism or substance abuse.

Lawyers in each compliance year group must complete twelve hours of CLE, including a minimum of one hour of ethics, professionalism or substance abuse before the compliance year deadline.

Compliance deadlines and CLE requirements are based on one of three annual compliance periods to which lawyers have been assigned by random selection of lawyer identification numbers. The annual deadline dates are April 30, August 31 or December 31.

## Board Organization

To best accomplish the requirements set forth by the Pennsylvania Rules for Continuing Legal Education, the Continuing Legal Education Board is organized into four committees, each covering a major area of operations: Accreditation, Administration, Audit and Compliance. A description of each committee follows.

### *Accreditation Committee*

The Accreditation Committee has four members: Carmen P. Belefonte, Esq., chair; Arthur L. Piccone, Esq.; Ruth E. Ganister, Esq.; and Sandor Yelen, Esq. Its duties include oversight of the certification of providers and courses, CLE program standards, adequacy of course availability, and course and provider accreditation standards.

### *Administration Committee*

The Administration Committee includes Ruth E. Ganister, Esq., chair; Carmen P. Belefonte, Esq.; and Paul Michael Pohl, Esq. It handles matters involving staff, employee relations, benefits, office equipment, office operations, fees and banking, and those enhancements to program administration necessary to ensure quality and efficiency.

### *Audit Committee*

The Audit Committee has three members: Paul Michael Pohl, Esq., chair; Carmen P. Belefonte, Esq.; and Ruth E. Ganister, Esq. It oversees the budget, annual independent audit and audit of board operations. It continues to monitor the board's financial software, operating procedures and reporting. It is also the liaison between the board and the board's accountants, Boyer & Ritter.

### *Compliance Committee*

John F. Mizner, Esq., chair; Rosa Cope-land Miller, Esq.; Robert S. Grigsby, Esq.; Alan C. Kessler, Esq.; and Richard A. Sprague, Esq. comprise the Compliance Committee. This committee oversees attorney compliance; reviews requests for waivers, extensions and deferrals from lawyers; reviews determination of lawyer noncompliance; and makes recommendations to the board for action regarding these issues.

## **2002 Board Actions and Operations Highlights**

The board held four meetings in 2002.

### *Distance Learning Pilot Project*

The Supreme Court approved a proposal by the board to begin a two-year distance learning pilot project. Beginning January 1, 2003, attorneys will have the option of completing up to three of their twelve required credits by participating in pre-approved Internet or computer-based courses. More information on the pilot project and standards for accreditation can be found on-line at [www.pacle.org/distlearn.htm](http://www.pacle.org/distlearn.htm).

### *Bridge-the-Gap*

The CLE Board welcomed the opportunity to work with the Disciplinary Board and

the Board of Law Examiners in an effort to administer the Bridge-the-Gap Program. The program is designed to provide information that will smooth the transition from law student to attorney. In May of 2002, the Supreme Court approved a rule change requiring newly admitted lawyers to complete the program as a condition of compliance prior to the first CLE deadline. The board is teaming with accredited CLE providers to ensure a wide offering schedule and consistent course availability to newly admitted lawyers.

### *Automated System for Accredited Providers*

The CLE board's dynamic Internet software, the Automated System for Accredited Providers (ASAP), underwent a redesign process in 2002. The program allows for the paperless processing of provider courses, course attendance and course evaluations and continues to be developed and designed in a joint effort with providers of CLE. The user base for the program includes over 100 CLE providers.

### *ORACLE*

The board continued to play a significant role in the development and leadership of ORACLE, the International Organization of Regulatory Administrators for CLE, which is the national organization for states requiring continuing legal education. Board administrator Dan Levering served as vice president of ORACLE in 2002 and will assume the presidency in 2003.

### *Other Accomplishments*

The board's other accomplishments for 2002 include:

- provider course evaluation summary reports were again electronically provided to over 190 accredited providers

- a provider conference was conducted in the fall of 2002 with sessions on increasing CLE speaker effectiveness, electronic reporting and distance learning.
- the board continued to maintain and install up-to-date versions of its computer systems and software.
- contingency planning took the form of three disaster recovery exercises in 2002.

### *Attorney Compliance*

Lawyer compliance with requirements of Pennsylvania CLE Rules remains very high. Chart 3.6.1 on page 55 displays the compliance rate and number of lawyers in each group whose names were submitted to the Disciplinary Board of the Supreme Court for failure to meet CLE requirements.

### **Looking Ahead to 2003**

The board has prepared for an exciting and active 2003 year. In addition to the launch of distance learning and Bridge-the-Gap for CLE, a provider conference is scheduled for the fall and a dynamic Web site redesign project is planned. Automation initiatives and utilization of technology allow the board to significantly expand compliance assurance features to lawyers while maintaining high standards of CLE administration.

### **Contact Person**

Questions about CLE or the Pennsylvania Continuing Legal Education Board may be directed to Daniel Levering, Administrator, at (800) 497-2253 or (717) 795-2139. Or you may write to the board at 5035 Ritter Road, Suite 500; Mechanicsburg, PA 17055 or e-mail at [pacleb@pacle.org](mailto:pacleb@pacle.org). The board's Web site is located at [www.pacle.org](http://www.pacle.org). AOPC

Attorney Compliance				
Compliance Year Ending	# Lawyers Subject to Requirements	# Lawyers Complying	# Lawyers Involuntarily Inactivated	Compliance Rates
<b>Group 1 (April)</b>				
92-93	17,100	16,959	141	99.2%
93-94	17,300	17,179	121	99.3%
94-95	17,619	17,552	67	99.6%
95-96	17,873	17,768	105	99.4%
96-97	17,804	17,639	165	99.1%
97-98	17,665	17,523	142	99.2%
98-99	17,864	17,751	113	99.4%
99-00	18,132	18,018	114	99.4%
00-01	18,426	18,295	131	99.3%
01-02	18,480	18,342	138	99.2%
<b>Group 2 (August)</b>				
92-93	17,124	16,868	256	98.5%
93-94	17,289	17,134	155	99.1%
94-95	17,649	17,540	109	99.4%
95-96	17,595	17,507	87	99.5%
96-97	17,410	17,294	116	99.3%
97-98	17,613	17,511	102	99.5%
98-99	17,756	17,666	90	99.5%
99-00	18,087	17,974	113	99.4%
00-01	18,181	18,100	81	99.6%
01-02	18,143	18,011	132	99.3%
<b>Group 3 (December)</b>				
92-93	17,269	16,936	333	8.1%
93-94	17,474	17,414	60	9.7%
94-95	17,679	17,574	105	9.4%
95-96	17,542	17,430	112	9.4%
96-97	17,582	17,456	126	9.3%
97-98	17,781	17,647	134	9.2%
98-99	17,968	17,865	103	9.4%
99-00	18,220	18,113	107	99.4%
00-01	18,361	18,227	134	99.3%
01-02	18,479	18,366	113	99.4%

Table 3.6.1