

PMPEI

CONTINUING EDUCATION CREDIT

PMPEI is privileged to be an approved provider of continuing education credit for several state agencies and organizations. To be recognized in this way is an acknowledgement of the quality of our courses and instructors. At this time PMPEI is approved by-

The PA Continuing Legal Education Board
The PA State Board of Landscape Architects
The Registration Board for Professional Engineers, Land Surveyors and Geologists
PA Department of Labor & Industry, UCC Division

The standards for determining the number of continuing education credits that may be given by PMPEI is set by these organizations. PMPEI facilitates the recording of continuing education credits; it doesn't grant them. It is optional for students to request continuing education credits. Additional fees are required for PMPEI record certificates, and it is an individual decision whether to request them.

Please follow the instructions in each form. Your instructors will assist you.

A. If you are a

- **Registered Landscape Architect** *(must complete entire course)*
- **Professional Engineer, Land Surveyor, and Geologist** *(may earn credits for hours attended)*

complete **FORM A** to request continuing education credits.

B. If you are an

- **Attorney**

complete **FORM B** to request continuing education credits.
(credit earned for each hour attended, up to 9 credits)

C. If you wish to obtain one (1) Continuing Education Unit (CEU) credit from Penn State University

complete **FORM C**. *(Applicant must complete entire course)*

The Pennsylvania Municipal Planning Education Institute (PMPEI) is an approved provider of continuing education by: PA State Board of Landscape Architects; PA State Registration Board for Professional Engineers, Land Surveyors and Geologists; Uniform Construction Code officials.

● The State Board of Landscape Architects PMPEI courses are approved for 10 continuing education credits for Registered Landscape Architects. The full course must be taken to earn credit.

● All PMPEI courses are accepted for continuing education credit by the State Registration Board for Professional Engineers, Land Surveyors and Geologists and by the UCC Division of the PA Department of Labor & Industry. Credit may be earned for each hour of instruction up to 10.

● Penn State University approves all PMPEI courses for one (1) Continuing Education Unit (CEU) credit. A Continuing Education Unit is defined as 10 contact hours in an organized continuing education experience under responsible, capable direction, and qualified personnel.

Complete the information for the course you have taken and check the fee. You may earn continuing education credit from one or more accrediting organizations for the same course, *provided that* the credit fee is paid for each. Sign and date the form and return it with fees to the address on the front of this application.

When the application is processed you will be mailed a certificate for continuing education credits earned for the course. Your accrediting organization may request submission of the form to verify credits earned for the reporting period.

A separate form is required for CEU credit from Penn State. A permanent transcript is made showing that the CEU was earned. A fee of \$20 is charged by Penn State for this.

The PA Continuing Legal Education Board allows attorneys up to 9 credits per course. A separate form is used for these credits. *Do not use this form.*

revised February 2014

Place a checkmark for the PMPEI course you are requesting credit and circle the fee paid

Course in Community Planning

- Engineer, Land Surveyor, Geologist \$ 40
- Registered Landscape Architect \$ 40
- Uniform Construction Code Official \$ 40

Course in Zoning

- Engineer, Land Surveyor, Geologist \$ 40
- Registered Landscape Architect \$ 40
- Uniform Construction Code Official \$ 40

Course in Subdivision & Land Development Review

- Engineer, Land Surveyor, Geologist \$ 40
- Registered Landscape Architect \$ 40
- Uniform Construction Code Official \$ 40

Course in Zoning Administration

- Engineer, Land Surveyor, Geologist \$ 40
- Registered Landscape Architect \$ 40
- Uniform Construction Code official \$ 40

TOTAL FEES SUBMITTED \$ _____
(to PMPEI)

ENDORSEMENT

I verify that I attended the class sessions I am requesting continuing education credit for

Applicant signature and date

Course instructor signature

Form B

REGISTRATION CONFIRMATION – PA CLE CREDIT REQUEST

To receive PA CLE Credit for this program, return this form to the course sponsor upon departure.

(Do not file this form with PA CLE)

Program Information:

Sponsor:

Pennsylvania Municipal Planning
Education Institute

Course Title:

Course in

Date(s): _____

Location: _____

CLE Credits:

Pennsylvania Municipal Planning
Education Institute

is an Accredited Provider of CLE in Pennsylvania.
This program has been approved for a total of:

9 credit hours based on a sixty minute hour.

Of this total:

9 credit hours are substantive.

0 credit hours are designated as ethics.

Number of Credits Requested:

Lawyer Information:

Name: _____

PA ID#: _____

Course Evaluation:

Please check one for each category:

Overall Quality:

Excellent _____
Exceeded expectations _____
Met expectations _____
Needs improvement _____
Failed to meet expectations _____

Written Materials:

Excellent _____
Exceeded expectations _____
Met expectations _____
Needs improvement _____
Failed to meet expectations _____

Instructors:

Excellent _____
Exceeded expectations _____
Met expectations _____
Needs improvement _____
Failed to meet expectations _____

Facility:

Excellent _____
Exceeded expectations _____
Met expectations _____
Needs improvement _____
Failed to meet expectations _____

Reminders:

Introductory remarks, keynote addresses, business meetings, breaks and receptions are not included in the computation of PA CLE credit.

CLE rules and regulations may vary from state to state. You may wish to check with your state regulator to confirm accreditation and credit hours.

Lawyer Information:

Attorney Signature: _____

Late arrival _____ **Early departure** _____
time in *time out*

FORM B

REGISTRATION CONFIRMATION – PA CLE CREDIT REQUEST

This is the official form of the PA Continuing Legal Education Board. On this form is noted the name of the course provider and the maximum number of credits approved by PACLE for this course. All of the total 9 credits are “substantive;” none are approved as ethics credits. An attorney may earn from 1 to 9 credits depending upon the actual number of class hours attended.

Please complete the form with your name and ID number information, and sign the form at the bottom. The four required Course Evaluation questions must be filled out.

The completed form, along with a check for \$90 *payable to PMPEI*, should be mailed to the address below or given to the Course Instructors who will forward it to PMPEI for processing. The fee is \$90 regardless of the number of credits requested.

Once your application and check are received PMPEI will enter the data in the PACLE website. It takes between 10-14 days from the time your application is received until the credits are posted by PACLE.

Send your CLE credit request form and check to:

PMPEI
c/o S.M. Lembeck
257 Nimitz Avenue
State College, PA 16801

Continuing Education Unit (CEU)

The Pennsylvania Municipal Planning Education Institute (PMPEI) is an approved provider of continuing education by the PA State Board of Landscape Architects; State Registration Board for Professional Engineers, Land Surveyors and Geologists; PA Continuing Legal Education Board; and Penn State University.

● Penn State University approves all PMPEI 10-hour courses for one (1) Continuing Education Unit (CEU) credit. A Continuing Education Unit is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible, capable direction, and qualified personnel. The purpose of a CEU is for individuals to establish a record for accumulating, updating, and transferring information concerning non-credit continuing education experiences.

● If you would like to receive credit for 1 CEU complete the information for the course you are currently enrolled in and check the fee. At the end of the course an instructor will sign the form to verify you completed the 10-hour course. Return the form with fees to the address on the front of this application.

NOTE: It takes about three weeks from the time an application and fee is received by Penn State to be entered and a transcript prepared.

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Place a checkmark for the PMPEI course you are requesting CEU credit

Course in Community Planning

Penn State CEU.....\$20
course reference: AG AERS 101/RECE000987*

Course in Zoning

Penn State CEU.....\$20
course reference: AG AERS 102/RECE001027*

Course in Zoning Administration

Penn State CEU.....\$20
course reference: AG AERS 103/RECE001028*

Course in Subdivision & Land Development Review

Penn State CEU.....\$20
course reference: AG AERS 104/RECE001029*

FEES SUBMITTED \$ _____
(to Penn State University)

ENDORSEMENT

I verify that I attended all class sessions and am eligible to receive 1 CEU credit.

Applicant signature and date

Course instructor signature