

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 student 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 up to maximum of 10)*
- **Uniform Construction Code Official** *(May earn credits for hours
attended up to maximum of 10)*

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

B. If you are an Attorney-

complete **FORM B** to request Continuing Legal Education credits.
(credit earned for each hour attended, up to 9 credits)

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.

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.

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; use Form B.*

revised January 2019

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

Course in Community Planning

- | | |
|---|-------|
| <input type="checkbox"/> Engineer, Land Surveyor, Geologist | \$ 40 |
| <input type="checkbox"/> Registered Landscape Architect | \$ 40 |
| <input type="checkbox"/> Uniform Construction Code Official | \$ 40 |

Course in Zoning

- | | |
|---|-------|
| <input type="checkbox"/> Engineer, Land Surveyor, Geologist | \$ 40 |
| <input type="checkbox"/> Registered Landscape Architect | \$ 40 |
| <input type="checkbox"/> Uniform Construction Code Official | \$ 40 |

Course in Subdivision & Land Development Review

- | | |
|---|-------|
| <input type="checkbox"/> Engineer, Land Surveyor, Geologist | \$ 40 |
| <input type="checkbox"/> Registered Landscape Architect | \$ 40 |
| <input type="checkbox"/> Uniform Construction Code Official | \$ 40 |

Course in Zoning Administration

- | | |
|---|-------|
| <input type="checkbox"/> Engineer, Land Surveyor, Geologist | \$ 40 |
| <input type="checkbox"/> Registered Landscape Architect | \$ 40 |
| <input type="checkbox"/> 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:

The 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 _____ time in Early departure _____ 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.* The fee is \$90 regardless of the number of credits requested; it is not pro rated.

Once your application and check are received PMPEI will enter the data in the PACLE website. It takes between 14-21 days from the time your application is received until the credits are posted by PACLE.

Send your CLE credit request form and check to:

MR. JOSHUA EHRMAN
PSAB
2941 North Front Street
Harrisburg, PA 17110

***NOTE:** Do not give application forms or checks to course instructors. This will delay the processing of your credits.