PITTSBURGH PARALEGAL ASSOCIATION
CLE CREDIT VERIFICATION FORM

INSTRUCTIONS:

(1) It is your responsibility to keep track of all of your CLE credits, certificates of attendance and handouts. PPA requires only this verification form, but Keystone, NFPA or NALA may require you to produce all these items to verify your CLE's for their certification or renewal.

(2) Email (or mail) your completed CLE Credit Verification Form to the CLE Coordinator (address below) by December 1. It is not necessary to attach individual certificates of attendance.

(3) If you attend a non-PPA seminar, please record your CLE credits in the last column below, "Other Credits", and attach your signed Certificate of Attendance. Note that Keystone, NFPA and NALA may have other requirements.

Your Name	
Email Address	
Firm, Company Address	
Date Submitted	

DATE	TITLE OF SEMINAR	PPA Credits	Other Credits*
	SUBTOTALS		
	TOTAL CREDITS		

Please email, mail or fax to CLE Coordinator:

Virginia Baumgardner
Limbach Facility Services LLC
31-35th Street
Pittsburgh PA 15201
Fax 412-349-2287
Email: vb@limbachinc.com
Phone: 412-359-2173