



## APPLICATION FOR CONTINUING LEGAL EDUCATION CREDITS

Please complete all items on both sides of the form. Attach additional sheets as necessary.  
An application fee of **\$25 per occurrence** must accompany the application unless the applicant is a WSPA member.

For Fastest Handling, your payment may now be made online via the  
Acteva Registration system ([www.acteva.com/Go/WSPA](http://www.acteva.com/Go/WSPA)) >> "Application for CLE Credits"  
or you can Mail a Check for \$25 payable to WSPA. Please Submit completed form to the Washington State Paralegal Association  
via Fax at: 206-575-9255, or Via US Mail c/o WSPA, P.O. Box 58530, Seattle, WA 98138. Allow 7-10 days if mailed.

1. Application date:	2. Applicant Fax No.:	3. Name, phone no., & e-mail of person to contact regarding course content:
4. Applicant name & address:		5. Name & phone no. & e-mail of person to contact regarding registration:
6. Applicant type: <input type="radio"/> WSPA Member <input type="radio"/> CLE Sponsor		7. Attach a complete description of all materials distributed to participants or attach copies of all such materials.
8. Sponsor type: <input type="radio"/> WSPA Chapter or Committee <input type="radio"/> Government Agency <input type="radio"/> Public Service Agency <input type="radio"/> Other <input type="radio"/> In-House Legal Dept. or Training Services		9. Cost of program to participants (in US\$):
11. Sponsor name & address (if different from applicant):		10. Degree of course difficulty: <input type="radio"/> Beginning <input type="radio"/> Intermediate <input type="radio"/> Advanced
14. Title of educational activity:		12. No. of credits requested:
		13. <input type="radio"/> Check here if the program was or will be presented via internet, audio or video tape, rather than as a live class.
		15. <input type="radio"/> Check here if live moderator present during video presentation.
If you would like WSPA to list this seminar on our website, please check here. <input type="radio"/>		
If you would like this listing to link to more information on your website, please provide us with your website address.		
16. Applicant certifies that the information contained herein is correct and, if applicant is the sponsoring organization, agrees (1) to allow a representative of WSPA to audit the seminar if requested and (2) to confirm the attendance of WSPA members if requested.  Signature: _____  Typed or Printed Name: _____		FOR WSPA USE ONLY:  Fee: <input type="radio"/> Paid <input type="radio"/> NC  CLE Credit: <input type="radio"/> Approved    # Credits: _____  <input type="radio"/> Denied  Approved By: _____  Approval Reference # _____
<b>NOTE: Approval of this seminar expires 12-months after its first presentation. If this seminar is offered again within a 12-month period, please notify WSPA of the date &amp; time, note the approval reference number and send \$25 for each occurrence.</b>		

17. Please attach a program agenda or provide an outline of the course presentation below:

Subject Content	Faculty	Length in Minutes
Total Minutes:		

18. Name, professional/educational background, and practical/teaching experience of faculty:

19. If the topic is not a traditional area of law, explain the relevancy to the paralegal profession: