Basic Prosecutors Course

December 1-4, 2025
Sheraton Harrisburg Hershey Hotel
Harrisburg, PA

Presented by the Pennsylvania District Attorneys Institute

Overview

The Pennsylvania District Attorneys Institute is offering the Basic Prosecutors Course to district attorneys' offices throughout Pennsylvania. The purpose of this course is to prepare newly hired assistant district attorneys to make the transition from law student to prosecutor.

The course will be held December 1-4, 2025 at the Sheraton Harrisburg Hershey Hotel in Harrisburg, PA. The course will start at 8:30 a.m. on Monday, December 1 and end at approximately 1:00 p.m. on Thursday, December 4. The three and a half day course is in lecture, demonstration and practical exercise format.

The PDAI will provide a continental breakfast, lunch and a.m. and p.m. breaks Monday through Wednesday as well as a networking reception Monday evening. A grab and go breakfast will be provided Thursday morning. ***Please submit a $400.00 fee to PDAI to cover your food and beverage.***

Eligibility

This course is exclusively limited to assistant district attorneys currently employed by a district attorney's office in the Commonwealth of Pennsylvania. ***Class size is limited to 50 attendees.***

Registration Deadline

Please complete the attached registration form and mail or email it to the PDAI. ***All registrations must reach the PDAI staff no later than Friday, October 24, 2025. Registration is on a first-come, first-served basis.*** PDAI will maintain a waiting list and notify prospective students if an opening becomes available.

You may also register online here.

Pennsylvania District Attorneys Institute
2929 North Front Street
Harrisburg, PA 17110
717-238-5416
pdaa@pdaa.org

Location

The Basic Prosecutors Course will be held in Harrisburg, PA at the Sheraton Harrisburg Hershey Hotel.

Sheraton Harrisburg Hershey Hotel
4650 Lindle Road
Harrisburg, PA 17111
717-564-5511

Accommodations

The PDAI will pay for single occupancy accommodations on Sunday through Wednesday nights (room and tax only). Overnight rooms will be reserved for attendees at the Sheraton Harrisburg Hershey Hotel, where the course will be held. The PDAI will make all hotel reservations; you should not contact the hotel directly to make your reservations. All reservations will be guaranteed for late arrival.

Please indicate on the registration form the nights for which you will require overnight accommodations. You are responsible for paying for incidental expenses upon check-out.

Cancellations

Those who cancel on or before ***November 14, 2025 by 4:30 PM*** will be refunded the full fee. No refunds can be issued for cancellations received after ***November 14, 2025 by 4:30 PM***. To cancel, please email Támara Heagy at theagy@pdaa.org. Those who have not paid will still be required to send payment. As always, substitutions are allowed for persons who have to cancel after the cancellation date. ***If you cancel at the last minute (after 4:30 p.m. on Thursday, November 27, 2025) you must call the hotel directly at 717-564-5511 to cancel your room reservation.*** You will be invoiced for any charges billed to PDAI resulting from no-show or cancellation less than 72 hours prior to scheduled arrival.

Continuing Legal Education

The Basic Prosecutors Course is approved for 2 ethics and 18 substantive Continuing Legal Education credits.

Registration

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This form is interactive. Please fill out the spaces below and return it via email to pdaa@pdaa.org.

Personal Information

Name: _____

Attorney ID: _____

If you do not yet have an ID#, please contact PDAI as soon as you receive one. Otherwise, CLE credits cannot be given for the course.

Title: _____

Office Address: _____

County: _____

_____

Office Phone: _____

City/State/Zip: _____

Office Email: _____

Course Registration

Please submit a $400.00 fee to PDAI to cover your food and beverage.

☐ **Register Me - $400.00**

Lodging

I need lodging for (check all that apply):
Lodging for all nights is ***included*** with this course in December 2025.

☐ **Sunday, Nov. 30, 2025**
☐ **Monday, Dec. 1, 2025**
☐ **Tuesday, Dec. 2, 2025**
☐ **Wednesday, Dec. 3, 2025**
☐ **I do not require any overnight hotel accommodations.**

Do you have any accessibility needs that require special materials or services? ☐Yes ☐No

If yes, I will require: _____

Approval Please sign below...

Applicant's Signature: _____

District Attorney's Signature: _____

The Basic Prosecutors Course is supported by PCCD subgrant 2024-2025-JG-SS-40947, awarded by the Pennsylvania Commission on Crime and Delinquency (PCCD).