

Attorney Services Division

<https://mcle.wcc.ne.gov/ext/>

NSC.MCLE@Nebraska.gov

Sponsor Tutorial for Nebraska MCLE Website

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Becoming a Sponsor

- To become a sponsor in Nebraska in order to submit CLE programs; the first step is to register and receive account credentials.
- This can be done on the MCLE website:
 - <https://mcle.wcc.ne.gov/ext/>
 - Click [CLE Sponsor Registration]
 - This will prompt an email window to pop up.
 - You will enter the sponsor: name, address, phone number, a contact person, and their name and phone number.
 - The email will come to the Attorney Services Division and we will create an account for the sponsor.
 - This process usually takes 1-2 days and you will receive an email with the sponsor credentials and sponsor reporting rules in a document.
 - If you have additional questions you can email NSC.MCLE@Nebraska.gov or call the help desk during business hours 531-510-3641

Nebraska Supreme Court Attorney Services Division

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Request Status In-House Counsel

Attorneys. Log in here to pay mandatory licensure assessment to the Court

Welcome to the public services page of the Nebraska Supreme Court Attorney Services Division. The clickable menu options on the left side of this page allow any member of the public to search attorneys, view compliance with juvenile court guardian ad litem education requirements and search for CLE events. Lawyers may log into their account with their username and password to pay annual mandatory license renewal fees, access GAL education, maintain required disclosure information and file MCLE compliance reports. Use the links on the left side of the screen to access the services more fully described below.

Search Continuing Legal Education Sponsor. This process allows you to search the database of sponsors who have sponsored continuing legal education (CLE) programs or classes submitted for approval by the Commission on Mandatory Continuing Legal Education.

Search Continuing Legal Education Events. This process allows you to search the database of continuing legal education (CLE) programs and classes submitted for approval by the Commission on Mandatory Continuing Legal Education.

New CLE Sponsor Registration. This process allows any sponsor of continuing legal education (CLE) programs or classes to register as an on-line entity.

Contact Us. This process allows any member of the public, lawyer or sponsor of a continuing legal education event to submit an inquiry.

Search Juvenile GAL. This process reflects those attorneys under the Juvenile court who have met education requirements and are eligible for appointment.

Search Probate GAL. This process reflects those attorneys under the Probate court who have met education requirements and are eligible for appointment.

Search Attorneys. This process provides contact information for attorneys with active license status in Nebraska and reflects malpractice insurance information.

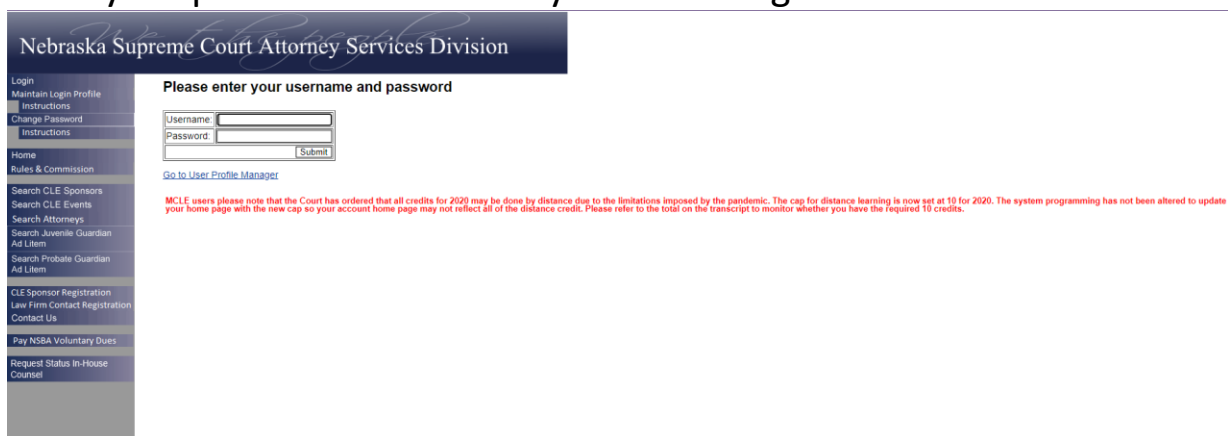
Sponsor Rules

- Sponsor Rules are also located on the Nebraska Supreme Court Website in the MCLE Rules: <https://supremecourt.nebraska.gov/supreme-court-rules/chapter-3-attorneys-and-practice-law/article-4-mandatory-continuing-legal-0>
- The Nebraska Mandatory Continuing Legal Education Commission oversees the provider approval process and tracks the attorney credits.
- Course applications should always be submitted at least 10 days before the event occurs.
- **APPLICATION FOR COURSE APPROVAL/OBTAINING CLE COURSE APPROVAL AND CREDITS (from the function "SUBMIT CLE PROGRAM"):**
 - Applications for course approval are \$25 for accredited providers, \$50 for non-accredited providers.
 - ***Tip:** The same course taught in multiple locations and/or on different days and/or in multiple formats is not considered one course. Each session or format is considered one course and requires a separate course application and application fee.
- Education activities are to be denoted as distance learning, on-demand or regular/traditional.
 - **Distance learning:** such as webcasts/webinars, telephone seminars, video conferences and interactive video or audio courses.
 - *All education offerings must contain the capability for interaction with the faculty.*
 - **In-house courses:** A CLE program given by, for, or to a select private audience, such as a law firm, corporation, government agency, or governmental entity, not open for admission to other members of the legal community generally.
 - When determining whether a program is in-house activity, the Director shall consider the attendees and programming literature, not the sponsor of the education.
 - In-house education must be pre-approved. Attorneys may not request credits for in-house education that has not been pre-approved.
 - **On-Demand** courses are defined as education offerings that are recorded for availability as downloadable or streaming audio and/or video. In order for an on demand course to be eligible for CLE credit it must meet the following criteria:
 - Provide or contain the opportunity for interaction with program faculty
 - The age of the content (determined by creation/recording date) isn't more than two (2) years old; on demand courses are eligible for credit for up to 2 years from the recording date
 - Be applied for individually/separately from the original or source program, requiring as separate and individual course application and application fee
 - Include the words "ON DEMAND" at the end of your course title.
 - **Regular/traditional courses:** Includes courses that are lecture-based, conducted in a classroom-type setting with the faculty available for face-to-face interaction with the participants
- **Reporting of Attorney Attendance:**
 - Sponsors are required to report attorney attendance and pay an associated fee after each CLE program, within 30 days, as a condition of accreditation/course approval.
 - The associated fee is calculated at \$1 per credit hour per attorney.

- You will report the attendance through the MCLE website: <https://mcle.wcc.ne.gov/ext/>
- The system will calculate the appropriate fee for your course and requires an electronic payment.
- Report attorney attendance within 30 days of your approved program.
- **Attorney Credits for Teaching/Presenting:**
 - Attorneys may receive education credit for teaching or presenting at pre-approved (upon submission of the sponsor) education events only.
 - Attorneys are to request this credit by submitting the appropriate form found on https://supremecourt.nebraska.gov/forms?title=&field_form_number_value=&field_for_m_type_tid=204&field_language_tid=288 and within their attorneys-user accounts for the website.
 - The form is listed as 'Request for Credit for Teaching Application'.
 - Sponsors are not required to report any teaching and/or presenting by attorneys.
 - Sponsors are required to report attendance credit for presenters that attend sessions at the program other than the one presented at.

Logging In

- After you have received the sponsor credentials from the Attorney Services Division, you are ready to log into the sponsor account.
- Once entering the Nebraska Supreme Court Attorney Services Division site: <https://mcle.wcc.ne.gov/ext/>. You will click [Login] on the left side menu at the top to enter your account.
- Use the credentials received in the sponsor document. After entering the case sensitive username and password click [submit] to log in.
- ***Tip:** If your password does not work or you receive, an error when logging in email NSC.MCLE@nebraska.gov and we will reset your password and email you a working one.



Nebraska Supreme Court Attorney Services Division

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Home

Rules & Commission

Search CLE Sponsors

Search CLE Events

Search Attorneys

Search Juvenile Guardian Ad Litem

Search Probate Guardian Ad Litem

CLE Sponsor Registration

Law Firm Contact Registration

Contact Us

Pay NSBA Voluntary Dues

Request Status In-House Counsel

Please enter your username and password

Username:

Password:

[Go to User Profile Manager](#)

MCLE users please note that the Court has ordered that all credits for 2020 may be done by distance due to the limitations imposed by the pandemic. The cap for distance learning is now set at 10 for 2020. The system programming has not been altered to update your home page with the new cap so your account home page may not reflect all of the distance credit. Please refer to the total on the transcript to monitor whether you have the required 10 credits.

Navigating My Account Page for Sponsor

- After logging in, you are automatically redirected to your My Account Page for Sponsor.
- The page is divided into three sections:
 - Main Menu (My Account Page for Sponsor)
 - Classes Pending Approval
 - Accreditations

My Account page for Sponsor

Intellectual Property Owners' Association
Click box below to perform the task.

Maintain Sponsor Information
Review CLE Submitted Programs
Submit CLE Program
Clone Program
Review Payment History
Seek Accredited Sponsor Status
Report Lawyer Attendance
Tutorial
Lawyer Attendance Excel Templates

Classes Pending Approval

Program Name	Start Date	End Date	City	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type
No Classes Pending Approval						

Accreditations

Request Date	Status
No Accreditations	

This menu page lists the services available to sponsors of continuing legal education (CLE) events from the Commission on Mandatory Continuing Legal Education. The primary purpose of this page is to allow sponsors to maintain their contact information, submit CLE events for approval, and monitor the status of events submitted for approval. For the convenience of sponsors, this menu page also offers immediate access to the list of the sponsor's events still pending approval by the Commission.

My Account Page for Sponsor Main Menu

Maintain Sponsor Information

- The first option here you can maintain the sponsor information. Click [Maintain Sponsor Information]
- It will direct you to the page below:

Step 1 - Maintain Sponsor Information

NOTE: Required fields are identified by an asterisk (*)

*Sponsor Name:

Sponsor Acronym:

*Business Address 1:

Business Address 2:

Business Address 3:

*Country:

*City:

*State/Province:

Zip/Postal Code: Zip+4:

*Business Phone Number: Ext:

Web Address:

Accredited: Approved

IPO's Contact Info:

first name	last name	email address	phone number	ext
John	Valentine	jared.gorton@ziros.com	123-456-4789	

This process allows a CLE sponsor to update the address, telephone, contact persons and other relevant information as it appears on the records of the Commission on Mandatory Continuing Legal Education. This information is used by the staff at the Commission's administrative office to maintain contact with sponsors, and a portion of this information also is made available to lawyers for their use in contacting sponsors to register for events. Every sponsor must enter at least one contact person with e-mail address for the Commission's use in sending e-mail notification of accreditation approvals.

- **Step 1 Maintain Sponsor Information:**
 - It is important to keep the information updated for the sponsor. The sponsor contact is how the Attorney Services will communicate with the sponsor.
 - The email here will be how you receive communications regarding course status.
 - Once all the updates have been made click [Continue] at the bottom.

Step 2 - Maintain Sponsor Information

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Sponsor Name: Intellectual Property Owners' Association
 Sponsor Acronym: IPO
 Business Address 1: 1501 M St. N.W.
 Business Address 2:
 Business Address 3:
 Country: United States
 City: Washington
 State/Province: District of Columbia
 Zip/Postal Code: 20005
 Business Phone Number: (202) 507-4500
 Web Address: <http://www.ipo.org/AM/Template.cfm?Section=Home>
 Registered Contacts:

first name	last name	email address	phone number ext
John	Smith	jared.gorton@zirous.com	123-456-4789

[Back](#) [Submit](#)

- Step 2 Maintain Sponsor Information:
 - Verify that the information input is correct. If it is not, click the [Back] button at the bottom and make the necessary changes.
 - If everything is correct click [Submit] this will complete the changes.
- Step 3 Maintain Sponsor Information:
 - This is the confirmation page showing that the changes are saved.
 - From here click [Go to My Account] to go back to your main menu.

Step 3 - Maintain Sponsor Information

Your information has been saved.

[Go To My Account](#)

Review CLE Submitted Programs

- On the main menu click [Review CLE Submitted Programs]
- Here all programs submitted by the sponsor can be reviewed see what the current status is.
 - All courses that have been submitted for approval will show up here. If a course is not here then it was not submitted for approval.
 - If a course is showing as need more information respond to the email sent to the contact person's email to submit the information.
 - Each class comes with two options:
 - Clone Program:
 - If the course is the same as another and you do not want to input all the information, use the Clone Program function.
 - After you click [Clone Program] you will be directed to the Submit CLE program with the information already filled out cloned to the program selected.

Step 1 - Submit CLE Program

If the same course is offered in a live format and later repeated as "on demand" you must take a separate application to present the program in an "on demand" format.
 Required fields are identified by an asterisk (*)

*Program Name: Must not exceed 90 characters (including letters, numbers and spaces)

*Description: Must not exceed 1000 characters (including letters, numbers and spaces)

*Enrollment Fee: Yes No If Yes, Fee Amount: \$

*Attachments: Uploaded files:

Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should be the agenda or brochure for the program, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. For additional guidance, see the discussion at the bottom of this page or call the Commission at (402) 471-3137.

Area of Law:
 In-house Activity:

Classes:

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	City	State	Address	Phone (xxx-xxx-xxxx)	Credit Hours Requested	Prog. Resp. Minutes Requested	Class Type	Remove
11/15/2020	11/15/2020	Place	Ohio	123 Test st	123-465-4591	180	120	Distance Learning	<input type="button" value="remove"/>

Do not use the add class feature without prior authorization of the MCLE Commission. Contact the Commission at 402 471-3137.

[Continue](#)

- Add a Class
 - Only use this function if you are given permission. There are special circumstances this will be used.
 - Contact the MCLE Help desk to ask NSC.MCLE@nebraska.gov
- After reviewing the course, you can click [My Account CLE Sponsor] on the left side of the page to return to the home page or at the bottom of the page click [Go to My Account].

Continuing Legal Education Events Basic Search

NOTE: You must provide a value for the keyword field below to search Program Name and Program Description.

Keyword Search:

Review Submitted Programs

Program Name: Test

Program Description: Def a test

Area Of Law: Administrative Law

Attachments:

[87672_course_document.pdf](#) 192 Kb

Classes:

Activity Id	Start Date	End Date	City	Status	Approval/ Denial Date	Credit Minutes Requested	Prof. Resp. Minutes Requested	Credit Hours Approved	Prof. Resp. Hours Approved	Class Type
69597	11/15/2020	11/15/2020	Place	Approved		180	120	3.0	2.0	Distance Learning

Program Name: Test Program

Program Description: Programs R Us

Area Of Law: Any

Attachments:

[Breaking Through Routine CLE Handout Filer.pdf](#) 441 Kb

Classes:

Activity Id	Start Date	End Date	City	Status	Approval/ Denial Date	Credit Minutes Requested	Prof. Resp. Minutes Requested	Credit Hours Approved	Prof. Resp. Hours Approved	Class Type
69556	12/15/2020	12/15/2020	Omaha	Denied		60	0	1.0		Distance Learning

Program Name: new prog

Program Description: do not respond

Area Of Law: Bankruptcy

Attachments:

[1200px-Building92microsoft.jpg](#) 257 Kb

Classes:

Activity Id	Start Date	End Date	City	Status	Approval/ Denial Date	Credit Minutes Requested	Prof. Resp. Minutes Requested	Credit Hours Approved	Prof. Resp. Hours Approved	Class Type
69536	07/27/2020	07/27/2020	lincoln	Approved		60	60			Distance Learning

61 Results Found

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

Submit CLE Program

- From the main menu, to submit programs for CLE approval click [Submit CLE Program].
- Step 1 – Submit CLE Program
 - Here you will input all the information about the event. Any section with an asterisk must be filled in.

Step 1 - Submit CLE Program

If the same course is offered in a live format and later repeated as "on demand" you must take a separate application to present the program in an "on demand" format.
Required fields are identified by an asterisk (*)

*Program Name:
 *Description:

*Must not exceed 90 characters (including letters, numbers and spaces)
 Must not exceed 1000 characters (including letters, numbers and spaces)*

*Enrollment Fee: Yes No If Yes, Fee Amount: \$

*Attachments: No file chosen

Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should be the agenda or brochure for the program, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. For additional guidance, see the discussion at the bottom of this page or call the Commission at (402) 471-3137.

Area of Law:

In-house Activity:

Classes:

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	City	State	Address	Phone (xxx xxx xxxx)	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type	Remove
			Alabama					Distance Learning	remove

Do not use the add class feature without prior authorization of the MCLE Commission. Contact the Commission at 402 471-3137.

This process allows a CLE sponsor to submit a program and associated class sessions for approval by the Commission on Mandatory Continuing Legal Education, and pay any necessary application fees. At least one class session must be created for each program. The sponsor may create more than one class session for each program, and the type of class session may vary. For example, one program might have a live class session, a satellite transmission to multiple locations, a live webcast class, and a delayed or on-demand webcast class. Any distance education must provide the participants with substantially the same opportunity for interaction with the those teaching as they would if physically present at the same location.

At least one attachment must be uploaded. You may use a Form 1 to accompany your submission of information version of which can be found off the MCLE website. Generally, this will be the agenda or brochure for the program, which should include sufficient detail regarding the schedule and content to allow the Commission to make an informed determination regarding both seminar content and actual instruction time. The sponsor also may want to upload the outlines for sessions for which professional responsibility credit is requested, especially if the general brochure or agenda does not specifically describe the professional responsibility content. The sponsor also may want to upload information regarding instructor qualifications. Sponsors are asked not to upload outlines for seminars in their entirety. Attachments uploaded by the sponsor will be available to the public, including lawyers browsing the database of CLE programs in search of classes to attend.

The "Area of Law" designation is optional, and is collected only as an aid to lawyers seeking programs or classes pertaining to particular subject matter.

The "Credit Minutes Requested" and "Professional Responsibility Minutes Requested" should be completed with the sponsor's calculation of the total actual instruction time and total actual legal professional responsibility instruction time, respectively. Time used for breaks, meals, introductory remarks and concluding remarks should not be counted when calculating instruction time.

To qualify as Professional Responsibility, the instruction must be in the following areas: legal ethics; professionalism; diversity in the legal profession; malpractice prevention; recognizing and addressing substance abuse and mental health issues in the legal profession; Nebraska Supreme Court Rules Relating to Discipline of Attorneys; ethical standards as they relate directly to law firm management; and duties of attorneys to the judicial system; public, clients, and other attorneys.

Additional information regarding the accreditation policies of the Commission is available at the Commission's general web page: <http://www.mcle.ne.gov>

If a sponsor's staff member has questions regarding this process, he or she is encouraged to contact the staff of the Commission by telephone at (402) 471-3137 or by e-mail at nsc.mcle@nebraska.gov

Accredited sponsors must pay a nonrefundable \$25.00 application fee with each application, otherwise \$50.00 for non-accredited sponsors. The fee must be paid each time the program offered in a different format and/or at a different time or location.

- Sponsors should be submitting the courses before they happen.
- Attachments
 - Do not submit the presentations themselves for review
 - The attachment will be removed and the course will be sent back for more information.
 - When submitting a course for approval you must provide the course marketing information that describes how to access the course or where the course took place, sponsor information regarding how faculty may be asked questions and a creation date of the program, an agenda, and speaker biographies.
 - After you chose a file, make sure to click upload on the right side of the screen. The document will show up under uploaded files if done correctly.
 - ***Tip: If a file will not attach it is usually because it is too big. Condense the information or split it up into multiple documents. Uploads must be under a certain size (1mb limit).**
- If the course is In-House make sure to check the box asking if it is an In-House Activity
 - This is asking if the course is defined as: A CLE program given by, for, or to a select private audience, such as a law firm, corporation, government agency, or governmental entity, not open for admission to other members of the legal community generally. When determining whether a program is in-house activity, the Director shall consider the attendees and programming literature, not the sponsor of the education.
- Classes
 - Enter the start date
 - End date
 - City and state
 - If the course is online, the city and state can be where the sponsor is located or online.
 - Credit Minutes Requested

- The total time of the event
 - We do not give credit for Q & A time or breaks.
 - Professional Responsibility Minutes Requested
 - Ethics Time
 - If there are no ethics minutes make sure to put a 0
- Step 2: Submit CLE Program
 - Here you will review the information for accuracy.
 - If the course is incorrect click [Back] to make changes.
 - If the information is correct click [continue]

Step 2 - Submit CLE Program

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go to the previous page and correct the data. If all the following information is correct, please click on the 'Continue' button.

Program name: Test Program
 Program Description: Test

Enrollment Fee: No

Attachments: **Uploaded files**

Area of Law: Any
 In-house Activity: No

Classes:

Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type
08/15/2021	08/15/2021	Lincoln	Nebraska	Online	402-471-3137	120	60	Distance Learning

- Payment
 - You will need to pay a submission fee to submit the course
 - Non-accredited sponsors: \$50
 - Accredited sponsors: \$25
- Once the program is submitted, you will receive an email for the payment receipt.
- You will also receive email communication regarding the status of the course so before submitting make sure the contact person information is up to date.

Clone a Program

- By clicking on this link [Clone Program], it will take you to the same page as the [Review CLE Submitted Programs].
- If you have a course that is the same and do not want to input all the information, you can just clone the program.
- After you click [Clone Program] next to the course you want to duplicate you will be directed to the Submit CLE program with the information already filled out cloned to the program selected.

Review Payment History

- On the main menu click [Review Payment History]
- You will be directed to a page that shows all payments that have been made through the sponsor account.
- The payment will correspond to a course through the activity ID.
- To go back to the main menu click [Go to My Account] at the bottom or on the left menu click [My Account CLE Sponsor]

Payment Date	Amount	Product Description
01/14/2021 09:53 AM	\$25.00	Accredited Program Approval Fee
02/04/2021 02:39 PM	\$25.00	Activity Number: 206732 Accredited Program Approval Fee
02/08/2021 12:03 PM	\$25.00	Activity Number: 207932 Accredited Program Approval Fee
02/08/2021 12:04 PM	\$25.00	Activity Number: 208059 Accredited Program Approval Fee
02/08/2021 12:05 PM	\$25.00	Activity Number: 208051 Accredited Program Approval Fee
02/08/2021 12:07 PM	\$25.00	Activity Number: 208063 Accredited Program Approval Fee
02/08/2021 12:09 PM	\$25.00	Activity Number: 208065 Accredited Program Approval Fee
02/08/2021 12:11 PM	\$25.00	Activity Number: 208068 Accredited Program Approval Fee
02/08/2021 12:13 PM	\$25.00	Activity Number: 208071 Accredited Program Approval Fee
02/08/2021 12:14 PM	\$25.00	Activity Number: 208073 Accredited Program Approval Fee
02/08/2021 12:14 PM	\$25.00	Activity Number: 208075 Accredited Program Approval Fee
02/12/2021 03:04 PM	\$1.00	Activity Number: 206732 Sponsor Lawyer Attendance Fee
02/12/2021 03:06 PM	\$25.00	Activity Number: 206732 Accredited Program Approval Fee
02/17/2021 08:49 AM	\$73.50	Activity Number: 208403 Sponsor Lawyer Attendance Fee

Seek Accredited Sponsor Status

- If as a sponsor you would like to seek accreditation click [Seek Accredited Sponsor Status]
- The rule for becoming an Accredited CLE sponsor is also located on the Nebraska Supreme Court Website: <https://supremecourt.nebraska.gov/supreme-court-rules/chapter-3-attorneys-practice-law/article-4-mandatory-continuing-legal-education-lawyers/section-1-mandatory-continuing-legal-education-lawyers-rules/%C2%A7-3-4016-accredited-cle-sponsors-procedure-accreditation-sponsors>

Step 1 - Seek Accredited Sponsor Status

NOTE: Required fields are identified by an asterisk (*)

*Attachments: No file chosen

Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should be information on CLE programs offered during the two (2) years immediately preceding the request for accredited CLE sponsor status. If the person or organization has been offering CLE courses for five (5) years or less, the Director may, at his or her discretion, request submission of course materials for inspection, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. You may use the Accreditation Application Form on the MCLE website to assist in organizing your submitted information. For additional guidance, see the discussion at the bottom of this page or call the Commission at (402) 471-3137.

Further Conditions of Accreditation:

The sponsor must pay a one-time nonrefundable accreditation fee of \$200.

Accreditation is not approved until the sponsor is notified in writing by the Director.

The Director may, at any time, reevaluate the programs being presented by an accredited CLE sponsor. If, after such reevaluation, the Director finds there is cause for revocation of the accreditation of a sponsor, he or she shall provide written notice of such cause to the sponsor and shall allow the sponsor fifteen (15) days to show cause to the Director why such accreditation should not be revoked. If such sponsor fails to adequately show cause why the accreditation should not be revoked, the Director may revoke the accreditation and shall promptly notify the sponsor of such decision. In addition, if the Director in his or her judgment concludes that a course fails to meet the educational standards for approval set forth in § 401.7, he or she may deny or withdraw approval for the course even though offered by an accredited sponsor.

An accredited CLE sponsor shall pay a nonrefundable fee of \$25 for each occasion a course or program is offered.

The accredited sponsor must report the credits earned by those in attendance at its programs with an on line submission.

- Step 1 – Seek Accredited Sponsor Status
 - Attachment Instructions: Minimum of one (1) attachment is required.
 - Generally, this should be information on CLE programs offered during the two (2) years immediately preceding the request for accredited CLE sponsor status.
 - If the person or organization has been offering CLE courses for five (5) years or less, the Director may, at his or her discretion, request submission of course materials for inspection, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time.
 - After you chose the file you want to upload be sure to click upload to finish the process the document will then show up under Uploaded files.

- Click [Continue] when the documents are all uploaded.
- Step 2 – Seek Accredited Sponsor Status
 - Review the information for accuracy. If changes need to be made click [Back].
 - If everything is accurate click [Continue].
- Step 3 – Pay
 - The final step will be to pay the one-time \$200 Accreditation fee.
- Once the fee is paid, you will receive a receipt for the payment through email.
- Attorney Services Division will review the application for accreditation and send an email communication through the contact person’s email regarding the decision.

Lawyer Attendance Excel Template

- After an event has occurred, the sponsor will need to report the attendance.
- The system will not allow other types of templates to be uploaded to show attendance.
- Click [Lawyer Attendance Excel Template] to download the template.
- Open the template and input the information.
- There must be something in each column for Education hours and Professional Responsibility Hours or it will error out when trying to upload when reporting attendance.
- Below is an example:

Bar Number	Last Name	Education Hours	Professional Responsibility Hours	Activity ID
				189302
10003	Smith	1	0	
10009	Jane	1	0	
10001	Damon	1	0	
10002	Johnson	1	0	

Report Lawyer Attendance

- Once the sponsor is ready to report attendance on the main menu click [Report Lawyer Attendance]
- The first step is to choose which event to report the attendance for. All courses are located on this page.
- Click [Add] to the right of the course to report attendance for that course.

Continuing Legal Education Events Basic Search

NOTE: You must provide a value for the keyword field below to search Program Name and Program Description.

Keyword Search:

Programs

Activity ID	Sponsor	Program Name	Start Date	End Date	Credit Hours	Prof. Resp. Hours	City	State	Class Type	Field of Practice
69516	Intellectual Property Owners' Association	test	07/24/2020	07/24/2020			Alabamax	Alabama	Distance Learning	Agricultural Law
69536	Intellectual Property Owners' Association	new prog	07/27/2020	07/27/2020			lincoln	Nebraska	Distance Learning	Bankruptcy
69402	Intellectual Property Owners' Association	Testing 7/31/2019 1 of 2	09/12/2020	09/13/2020	10		West Des Moines	Iowa	Distance Learning	Any
69597	Intellectual Property Owners' Association	Test	11/15/2020	11/15/2020	3	2	Place	Ohio	Distance Learning	Administrative Law

4 Results Found

This process allows a CLE sponsor to report the attorney attendance on its approved programs. Sponsors are required to report attorney attendance within 30 days of the activity. You may change the order of this list for sorting purposes (ascending and descending) by clicking on the column headings. Contact our Help Desk at 402.477.3137 if you need assistance with reporting attorney attendance.

- You have two options for reporting attendance:
 - Load Excel
 - Chose the file with the attendance recorded.
 - This file should be using the Template provided on the main menu.
 - After you chose the file click [Process] to continue.

Step 1 - Add Lawyer Attendance

Below only one option can be chosen, either File Upload or manually entering lawyers.

1	Bar Number	Last Name	Education Hours	Professional Responsibility Hours	Activity ID
2					40000
3	1000	smith	2	1	
4	1001	jones	1	1	
5					
6					

Your spread sheet should look like this. Be sure the first line has only the course activity id filled in.

Program: Test

Activity Id	Start Date	End Date	City	Status	Approval/ Denial Date	Credit Minutes Requested	Prof. Resp. Minutes Requested	Credit Hours Approved	Prof. Resp. Hours Approved	Class Type
69597	11/15/2020	11/15/2020	Place	Approved		180	120	3.0	2.0	Distance Learning

[Load Excel](#) [Manually Enter Lawyer](#)

File Upload

File must be an excel spreadsheet (.xls).

Choose File | Example Attendance.xls |

- Manually Enter Lawyer
 - You can either enter by name or by bar number.
 - A list will autofill with options after you start typing.
 - When the correct number or name come up click on it to select the lawyer.
 - Click [Add Lawyer] to the right

Program: Test

Activity Id	Start Date	End Date	City	Status	Approval/ Denial Date	Credit Minutes Requested	Prof. Resp. Minutes Requested	Credit Hours Approved	Prof. Resp. Hours Approved	Class Type
69597	11/15/2020	11/15/2020	Place	Approved		180	120	3.0	2.0	Distance Learning

[Load Excel](#) [Manually Enter Lawyer](#)

Bar Number Name

Select a Lawyer: SMITH, JOHN PATRICK (10003)

Lawyer Name	A. Total Education Hours	B. Prof. Resp. Hours

- You can add multiple lawyers before clicking [continue]
- Add the hours the lawyer attended for each column A & B. Both should have a number in it.
- Then click [Continue]

Bar Number Name

Select a Lawyer:

Lawyer Name	A. Total Education Hours	B. Prof. Resp. Hours	
SMITH, JOHN PATRICK	<input style="width: 80px;" type="text" value="3.00"/>	<input style="width: 80px;" type="text" value="2.00"/>	Remove
Total Price:			<input style="width: 80px;" type="text" value="3"/>

- Step 2 – Confirm Lawyer Attendance
 - Verify the names, bar numbers, and hours reported are correct.
 - If they are not click [Back] to correct.
 - If they are correct click [Next]
- Step 3 – Payment
 - The final step is to pay the fee for reporting attendance.
 - The fee is \$1 per attorney credit hour
 - i.e. if an attorney attended one hour then their fee would be \$1.
- You will receive an email receipt for this payment.