Instructions for Attorneys to Submit Attendance for a CLE Course
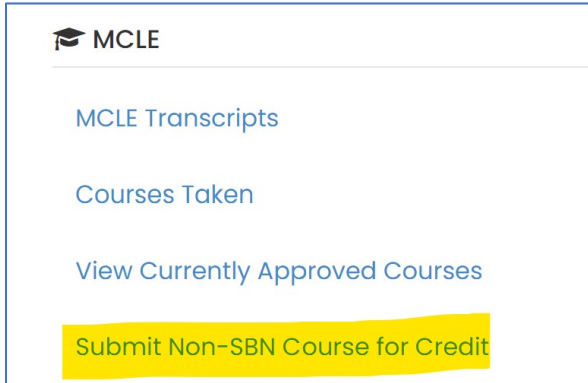
- From your attorney dashboard, click the link to "Submit Non-SBN Course for Credit".

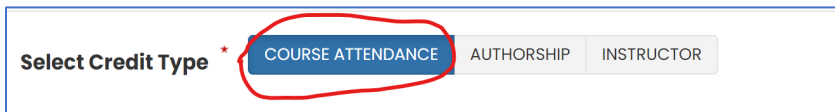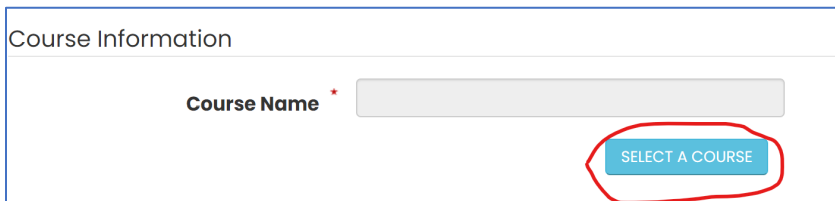- Click "Course Attendance" to report attendance at a CLE program. There are additional options for claiming authorship and/or instructor credit.

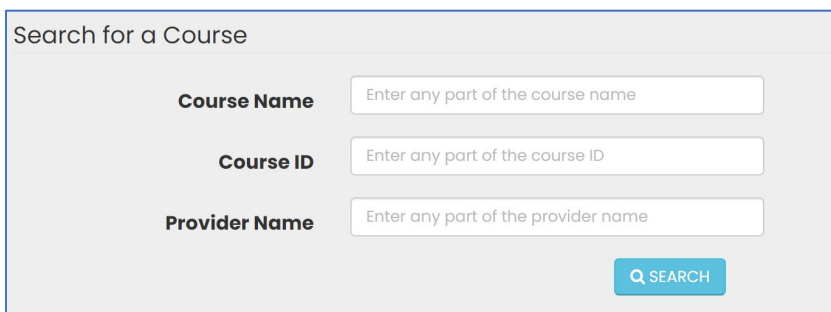- Click "Select A Course".

- Use the search engine to attempt to find the course in our system.
  - *Search Tip: It is easiest to start by the course number (if available).*
  - *Search Tip: Try to search using a keyword from the course title instead of the entire title.*
  - *Search Tip: When searching, use only one field at a time.*

If the proper course was found during the search:

- Click the "Select" button next to the course you would like to claim credit for.

Course ID	Course Name	Course Start Date	Provider Name	
71953_100947	Managing Immigration Compliance in a Remote and Hybrid Post-Pandemic World	9/16/2021	Lawline.com	SELECT

- Complete the fields with information related to your attendance.

CLE Details

Date of Attendance *
07/06/2022
Date must lie between 9/16/2021 and 12/31/2024

General Hours Earned (#.##) *
1.0
Max General Credits: 1.0

Ethics Hours Earned (#.##) *
0.0
Max Ethics Credits: 0.0

AAMH Hours Earned (#.##) *
0.0
Max AAMH Credits: 0.0

- There is an option to attach your certificate of attendance for the course. If you choose not to upload your certificate, credit will be granted, but will be subject to audit.

Documents

Courses submitted without a certificate will be subject to audit

Certificate of Attendance   CHOOSE FILE

- Finally, click "Submit Credit" in the lower right.

✔ SUBMIT CREDIT

- A confirmation screen will display if the credit was successfully received.

CLE Credit Submitted

Status	Approved
Reference Number	9953905
Course Name	Managing Immigration Compliance in a Remote and Hybrid Post-Pandemic World
Organization ID	50465
Organization Name	Lawline.com
Date of Course	7/6/2022
General Hours Earned	1.00
Ethics Hours Earned	0.00
AAMH Hours Earned	0.00

+ SUBMIT ANOTHER COURSE FOR CREDIT   **⌂ RETURN TO MEMBER DASHBOARD**

If the proper course was unable to be found during the search:

- If the search for the proper course was unsuccessful, click the "Click Here" button to begin the course entry process.

CLICK HERE if you are unable to find the intended course in the search listing below.

- Enter the title of the course as it appears on your certificate of attendance.

Course Information

Course Name *   Employment Law 101

SELECT A COURSE

- Click "Select a Provider".

Organization Name *

SELECT A PROVIDER

- Use the search engine to find the provider of the program.
  - *Search Tip: Try to search using a keyword from the provider's name instead of the whole name.*

Search for a Provider

Provider Name   Enter any part of the organization name

+ CREATE NEW PROVIDER RECORD   **Q SEARCH**

- If the provider is unable to be found, you may create a new provider record using the "Create New Provider Record" button. Complete the provider information and click "Create Provider Record."

Create Provider Record

Organization Name *	CLE On-Demand
Address *	123 Main St.
Address Cont.	
City *	Las Vegas
State *	Nevada
Zip Code *	89103
Country	United States
Phone Number *	(702) 555-1234

✖ CANCEL   💾 CREATE PROVIDER RECORD

- Complete the fields with the course details.

CLE Details

Course Type *	OnDemand
Was this course in-house?	☐
Date of Attendance *	07/01/2022
Course Date *	04/01/2022
Program Registration Fee *	40
Location *	Online
General Hours Earned (#.##) *	1
Ethics Hours Earned (#.##) *	0
AAMH Hours Earned (#.##) *	0

- Attach the faculty description and agenda from the course. There is also an option to attach your certificate of attendance for the course. If you choose not to upload your certificate, credit will be granted, but subject to audit.

Documents

Courses submitted without a certificate will be subject to audit

Certificate of Attendance		CHOOSE FILE
Faculty Description *	📄 Speaker Bios.docx	CHANGE REMOVE
Time/Schedule Agenda *	📄 Course Agenda.docx	CHANGE REMOVE

- Finally, click "Submit Credit" in the lower right.

✔ SUBMIT CREDIT

- A confirmation screen will display if the credit was successfully received.

CLE Credit Submitted

Status	Pending
Reference Number	9953906
Course Name	Employment Law 101
Organization ID	53616
Organization Name	National Business Institute, Inc.)
Date of Course	7/1/2022
General Hours Earned	1.00
Ethics Hours Earned	0.00
AAMH Hours Earned	0.00

➕ SUBMIT ANOTHER COURSE FOR CREDIT   🏠 RETURN TO MEMBER DASHBOARD