# *Nebraska MCLE Sponsor Tutorial for Internet Filing of Accreditation Applications, Payment of Fees and Other Functions*

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## Introduction

Internet filing of your continuing legal education (CLE) applications for accreditation and course approval requests is available through the MCLE web site on the Internet. Internet filing of your applications will significantly reduce the overall time required for transmission and processing of your applications, avoid the need to prepare paper checks to pay accreditation fees, and place a more complete set of program information on the commission web site for viewing by prospective lawyer attendees. There is no additional charge for Internet filing.

## General Instructions on Using Professional Regulation Online Access

Browser: The site has been tested most extensively using Internet Explorer as a browser. Firefox, Slimbrowser, Opera and other browsers should function also, but have not been tested as extensively.

Screen Size: The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

Screen Narratives: Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, may assist you.

Payment of Fees: Fees associated with your applications are payable at the time an application is submitted. The MCLE Commission web site will accept payment by credit card, so you will want to have your credit card information available when you file your applications.

If You Want to Stop a Process : At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry “My Account Page for Sponsor” where it appears on the menu on the left side of your screen.

If You Need Help: General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, is available during working hours by contacting the MCLE Commission at 402-471-3137.

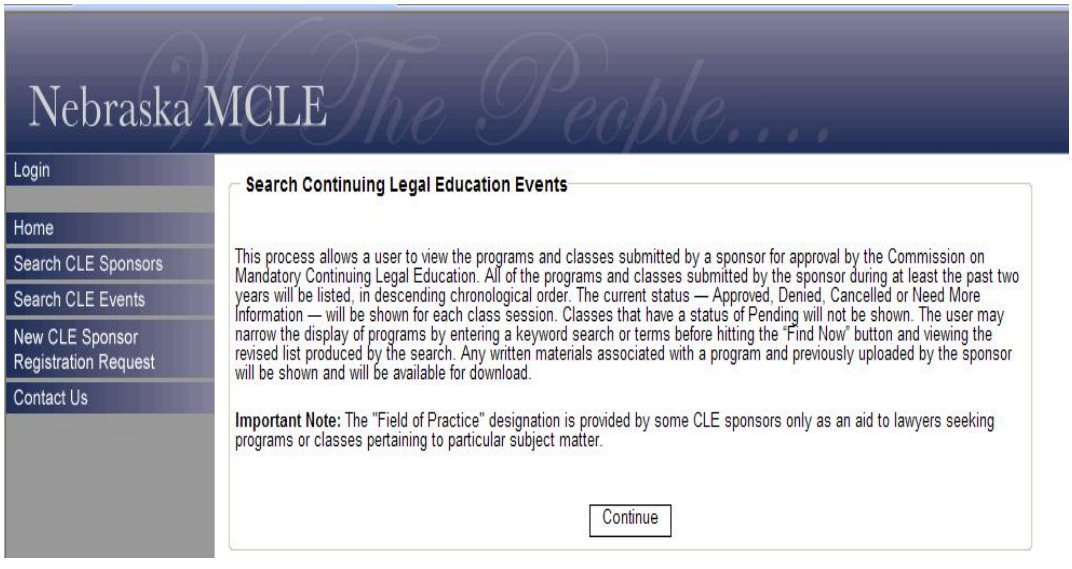
## Accessing the Professional Regulation Site

The web address for the professional regulation site is: https://mcle.wcc.ne.gov/ext/

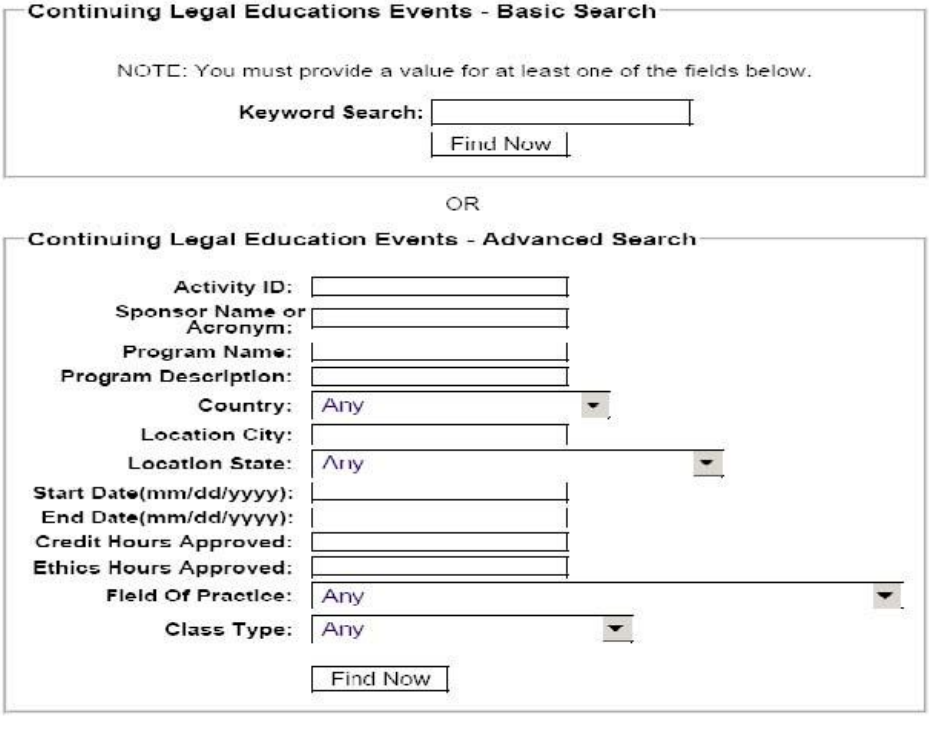
To access the site, just open up Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the Professional Regulation Online Access site should open.

**Searching the Database of Approved CLE Events**

On the left side of the front page of the site appears a menu of items, one of which is entitled "Search CLE Events." The CLE search utility allows anyone to search the database of CLE events submitted to the MCLE Commission for review. You do not need to be logged in to the site as a user to search the CLE event database. When you click on this menu item, the explanation page shown at the right will appear.



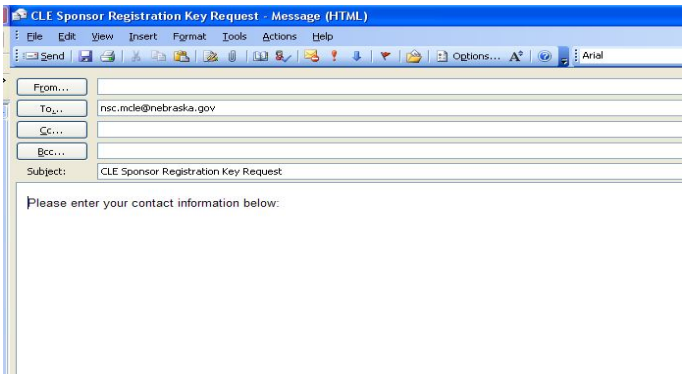

Clicking "Continue" on the explanation page will cause the actual search page to appear. You may conduct a basic keyword search of the database, or an advanced search using more refined search parameters. To conduct a search, enter your desired search terms in the desired windows, and then click the "Find Now" button. It is possible to bookmark this actual search page for future use, so that you need not view the explanation page every time you access the search utility.



**Getting Your Username and Password as Contact Person for Your Sponsor**

Most site functions for sponsors require that you log in as a user. Whether you choose to seek to become an accredited sponsor, or just seek approval for classes on an individual basis, you will need to begin by registering as a new CLE sponsor. To begin the process for creation of your user name and password as a contact person, look on the menu along the left side of the front page of the MCLE Online Site for an entry entitled “New CLE Sponsor Registration Request” and click on that entry.

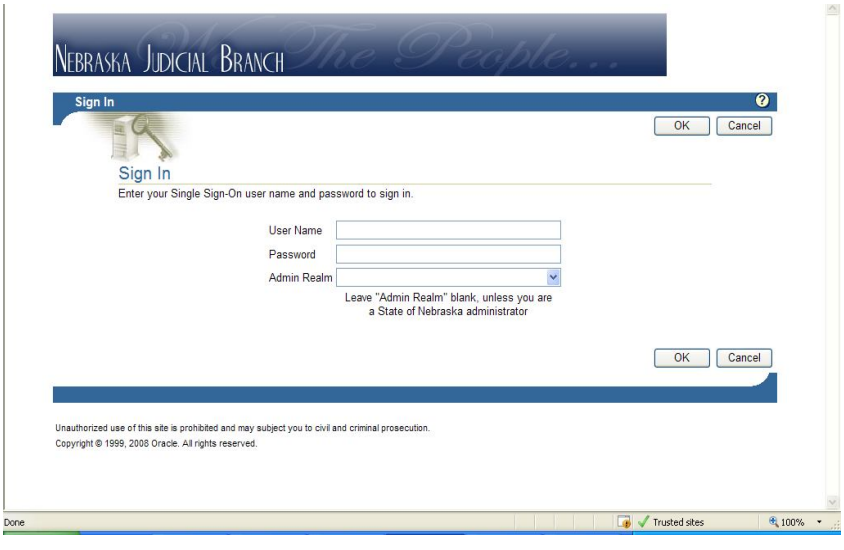
This e-mail screen will appear— This will serve as your e-mail request for a password, fill in all of your contact information including e-mail address, web address, phone and fax numbers. When you have completed preparation of the e-mail send it in–the address is already filled in.




By e-mail response, you will receive a user name and password which allows you to access your account and begin the accreditation process and/or to begin submitting programs for approval. There is one user name and password assigned to a sponsor, after logging in the sponsor should access the “maintain Sponsor Information” page and designate a contact person.

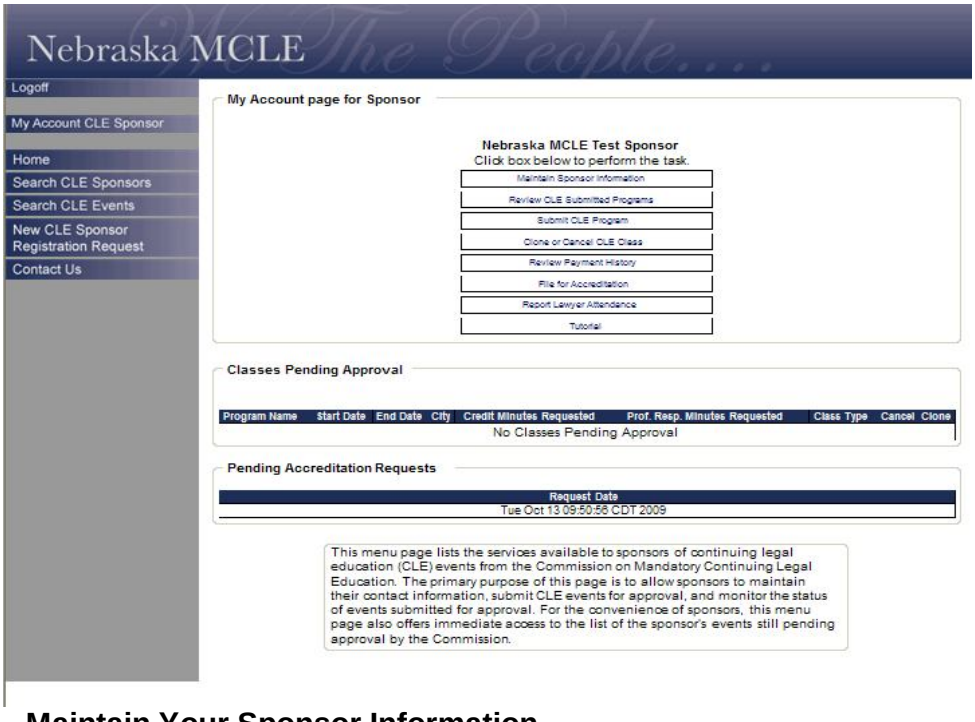
First Log in by clicking the log in button

The password screen will appear allowing you to key in the user name and password sent to you
Do not fill in the Admin Realm
box—leave it blank



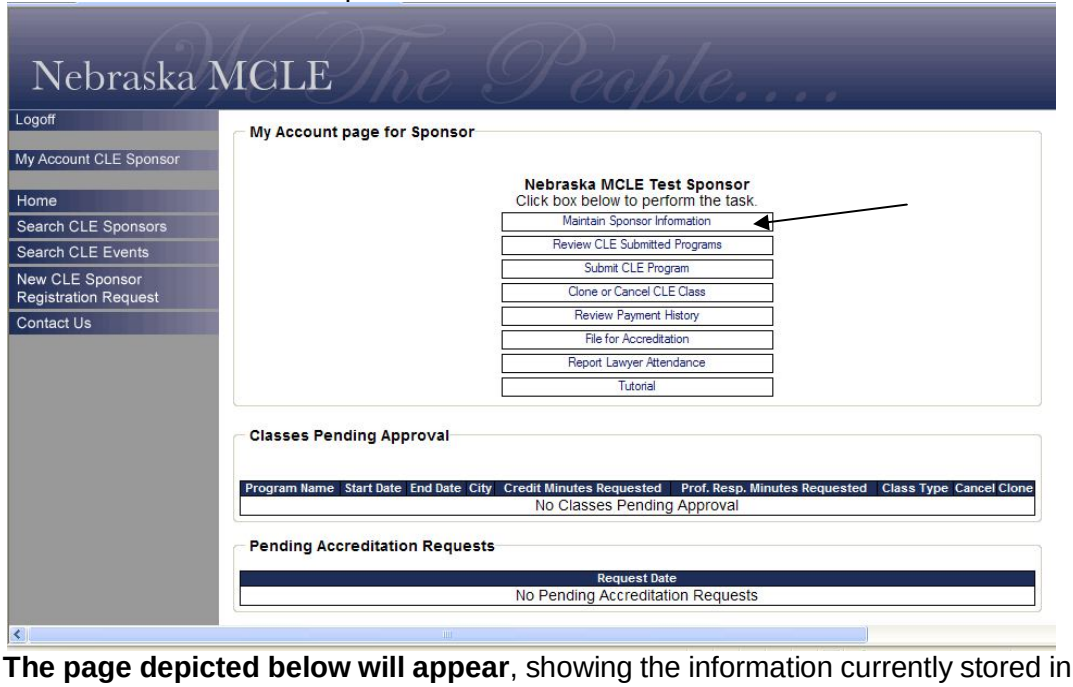

**Navigating the Menu Page**

After you have entered your user name and password the clicked the “Login” button, your personal menu page entitled “My Account Page for Sponsor” will appear. This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process.
The second component is a list of CLE classes and accreditation requests you previously have submitted and which are still pending approval.

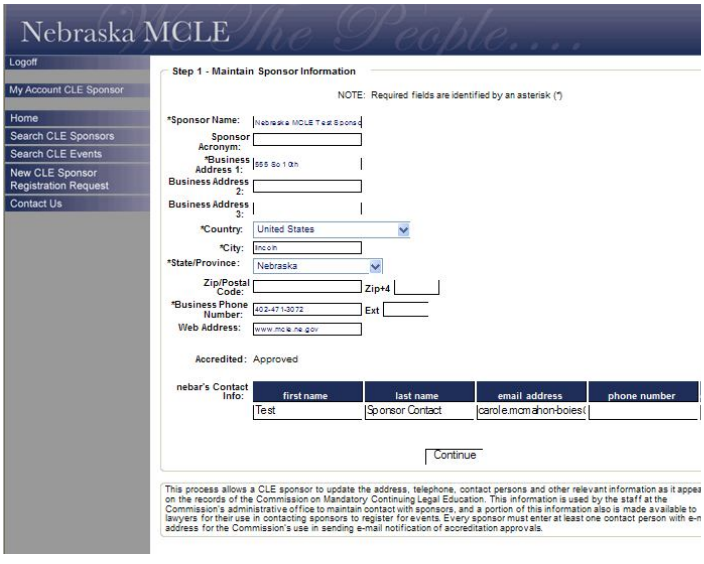



## Maintain Your Sponsor Information

You should review and update your sponsor information the first time you access MCLE site with your password, and any time thereafter that your sponsor or contact person information changes. To start this process, click on the menu item “Maintain Sponsor Information” under the General Functions heading.



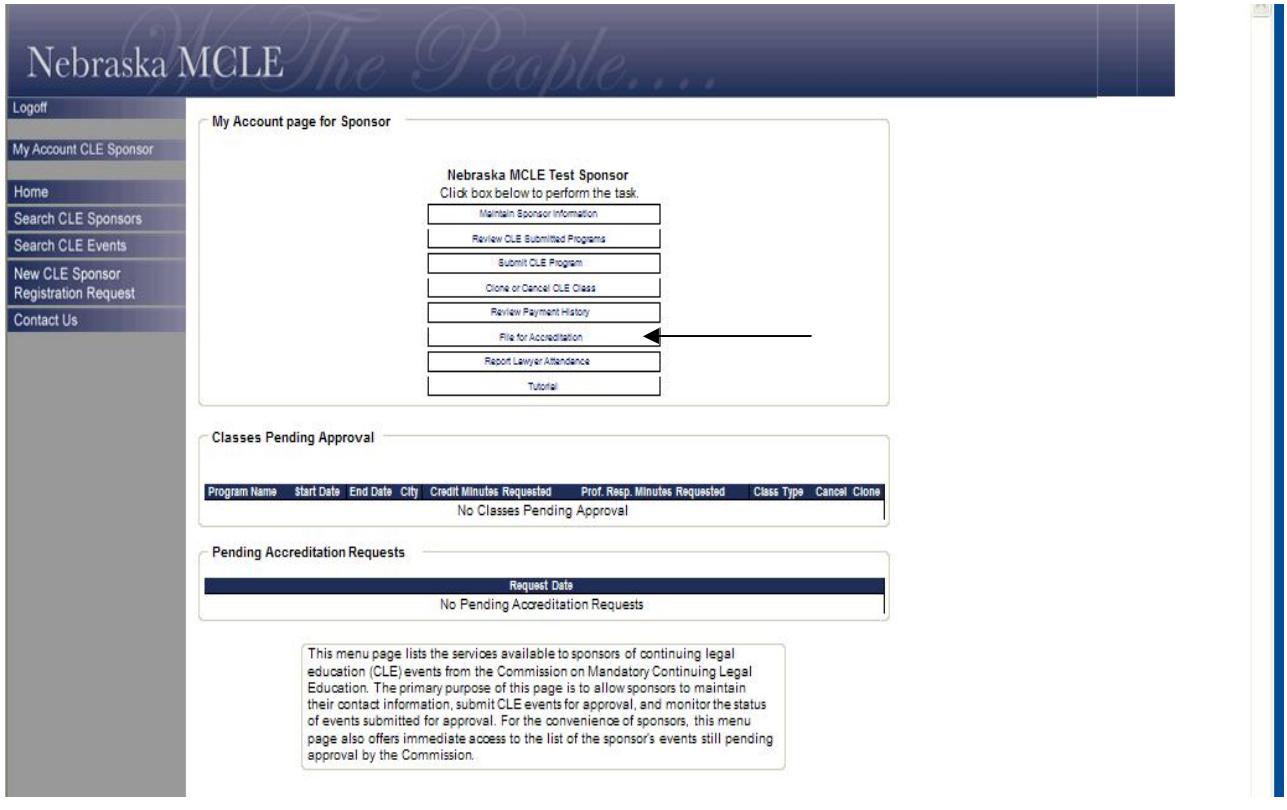

**The page depicted below will appear**, showing the information currently stored in the database regarding your sponsor entity. Note that the first time you perform this function, you may be required to enter certain minimum address and other contact information before the system will allow you to complete this function. When you are done entering the information specified on the page during Step 1, click “Continue.” If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed.



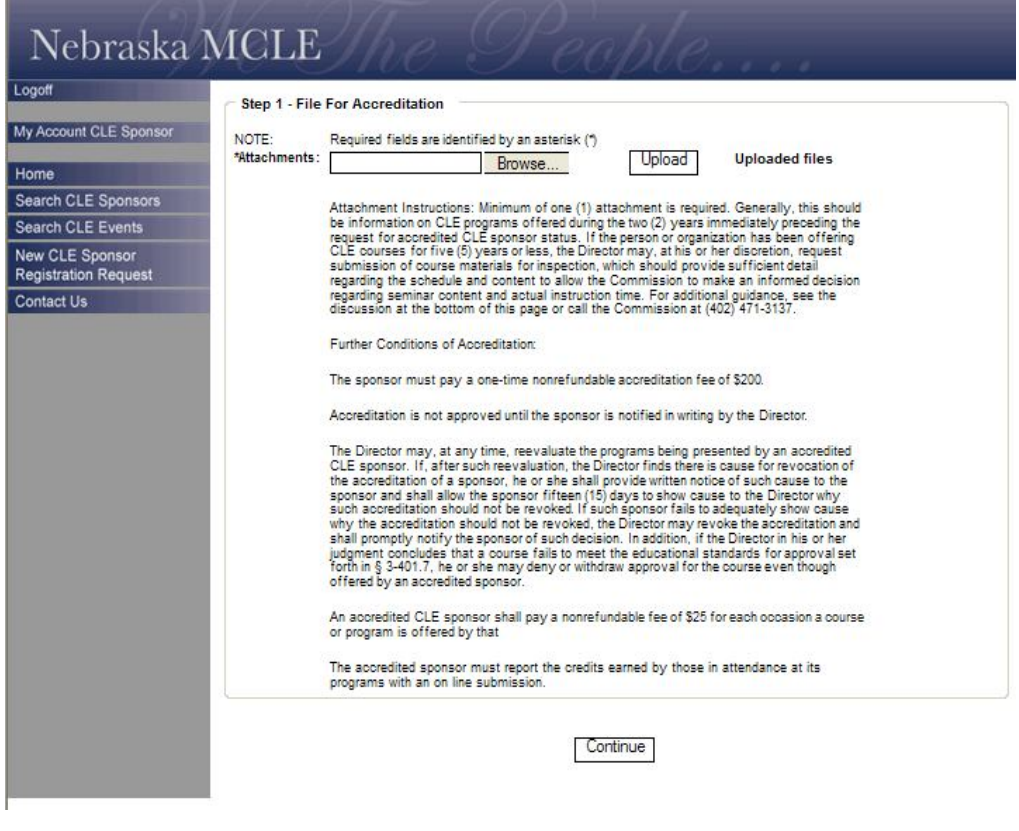

If your changes are accepted, you will be shown a page like the one below, marked “Step 2,” for your review. If you are satisfied with the accuracy of the information shown on this page, click “Submit” to finish this process. If you are not satisfied with the information on this page, you may click the “Back” button to return to Step 1.

**Seeking Accreditation**

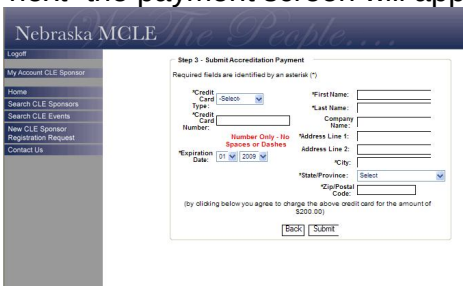
A Sponsor may wish to become accredited by the CLE Commission. A one time $200.00 fee is required. This will allow a sponsor pay a reduced rate each time a class is offered. To begin the accreditation process, click on “File for Accreditation”




**The Accreditation Process** – The required information that must be uploaded is outlined on the screen below. In addition, you may use the Accreditation Application Form found on the MCLE Web site and attach the required documentation and upload all as a packet. Upload the required information by clicking on Browse and identifying the file you want to attach.



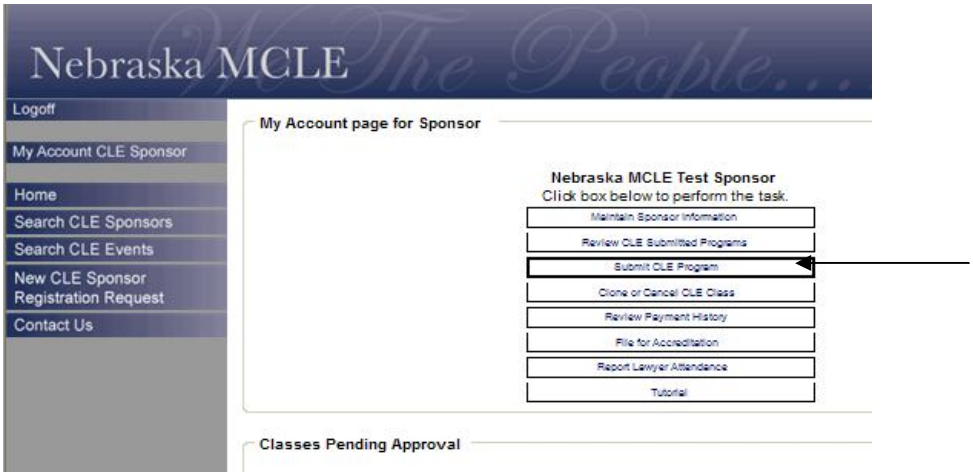
The screen above will appear and allow you to confirm the correct attachment was included. By selecting "next" the payment screen will appear and require you to submit a credit card payment.



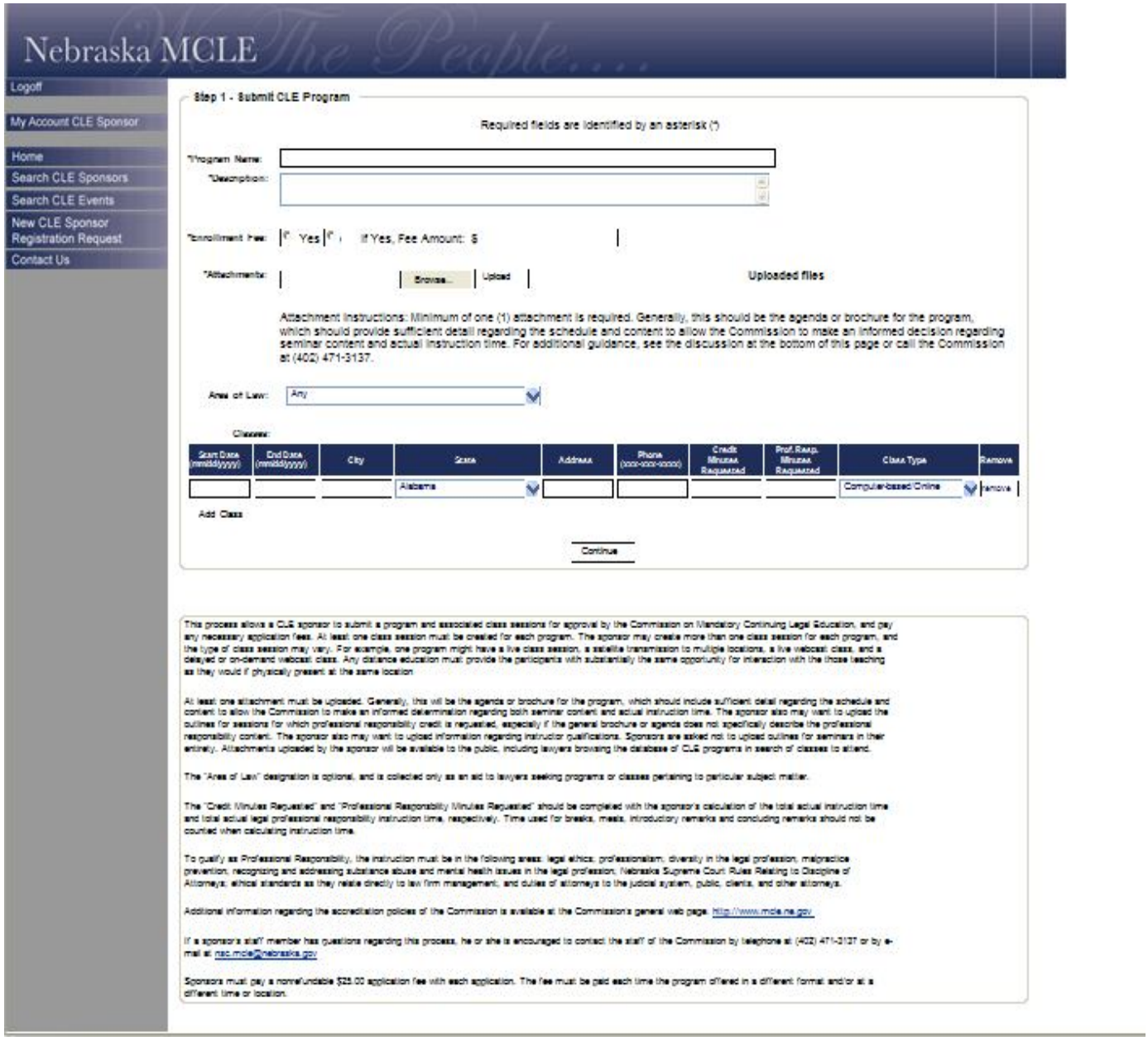

A receipt for the e-payment will appear.

**Submit a CLE Program (for Approval)**

Whether a sponsor chooses to be accredited, or just submit classes for approval when offered in Nebraska, you must use the “Submit a CLE Program” each time you offer an approved class to Nebraska attorneys.




By choosing this option the “Submit CLE Program” screen will appear as below. It details the information needed to submit a program.




This process allows a sponsor to submit a program and associated class sessions for approval by the Nebraska MCLE Commission **CAUTION: At least one class session must be created for each program.** You may add as many classes as you want to one program. The type of class session may vary. For example, the program might have a live class session, a satellite transmission to multiple locations, a live webcast class, or a delayed or on-demand webcast class.

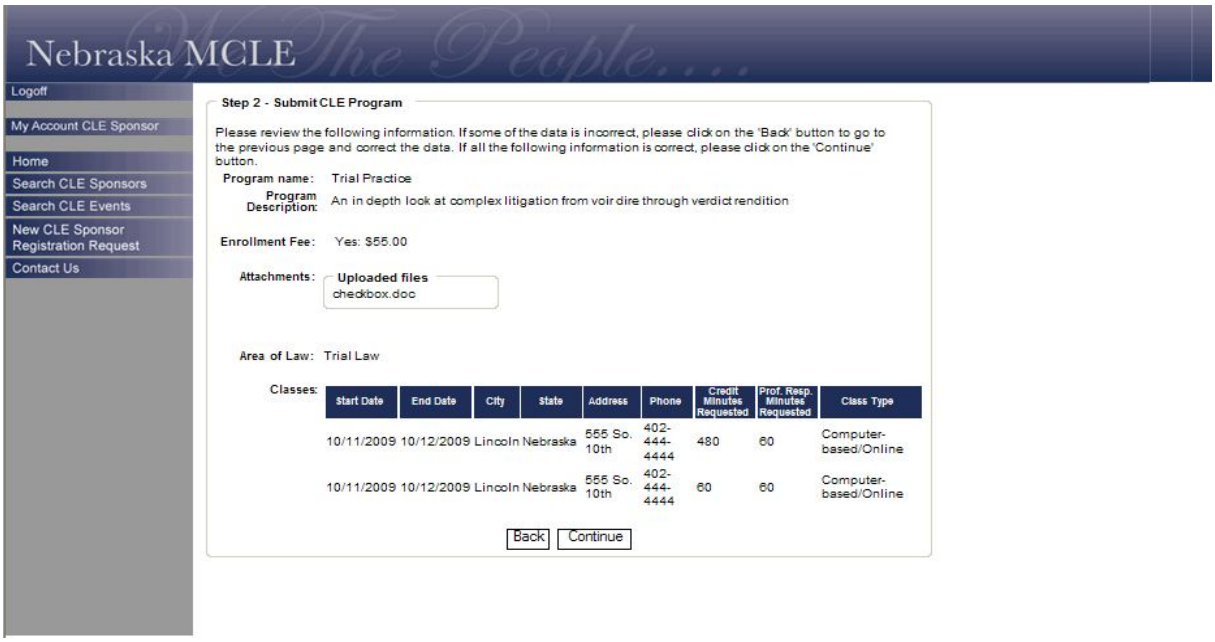
The required fields include Program Name, Description, Enrollment Fee, Sponsor, Dates, City, State, Address. Telephone Number, Credit Requested and Class Type. Also, at least one attachment must be uploaded. Generally, this will be the agenda or brochure for the program, which should include sufficient 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 credits are sought, especially if the general brochure or agenda does not specifically describe the professional responsibility content. 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.**

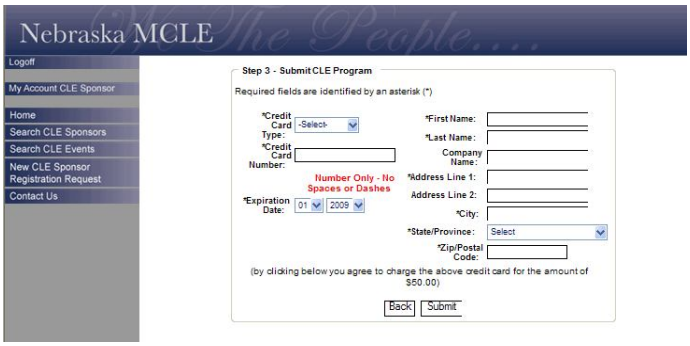
The "Area of Law" designation is optional, and is collected only as an aid to lawyers seeking programs or classes pertaining to particular subject matter. The "Credit Minutes Requested" and "Professional Responsibility (PR) Minutes Requested" should be completed with the sponsor's calculation of the total actual instruction time and total actual legal PR instruction time, respectively. Time used for breaks, meals, introductory remarks and concluding remarks should not be counted when calculating instruction time. Additional information regarding the course approval policies of the Commission is available at the Commission's general web page: https://mcle.wcc.ne.gov/ext/

A $25 application fee will be payable with your application by credit card, later in the application process if you are an accredited sponsor, otherwise a $50.00 application fee will be payable with your application. The credit card screen will correctly reflect the fee owed. The fee must be paid each time the program offered in a different format and/or at a different time or location.

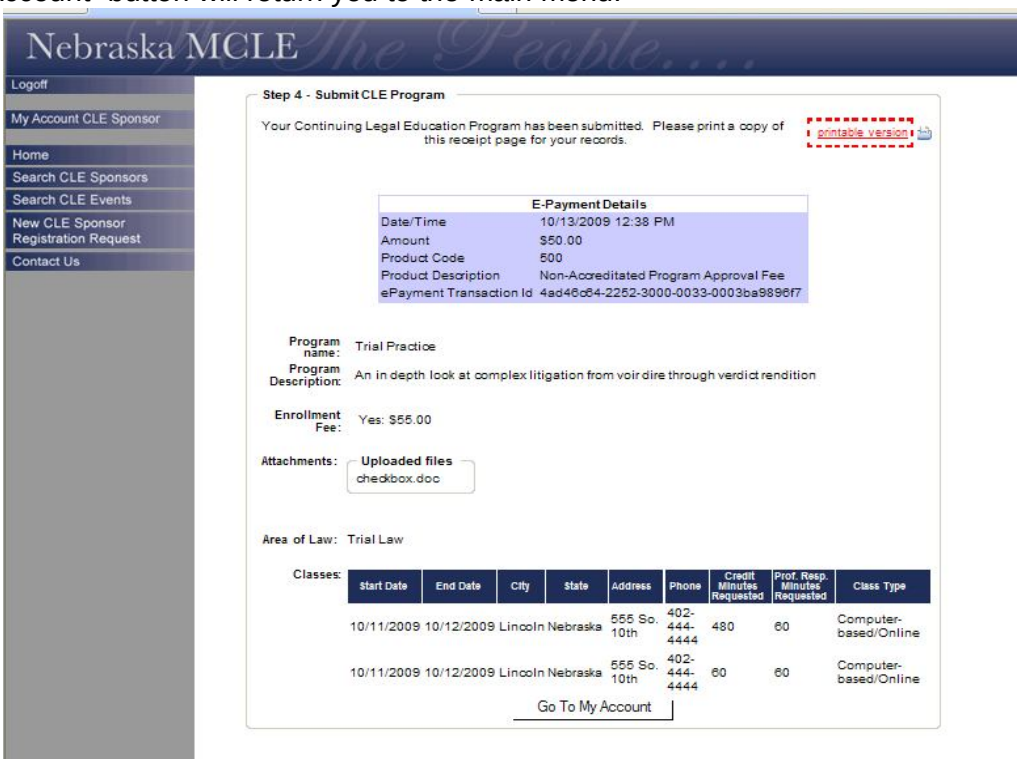
During Step 2 of the process, you will review your submission for accuracy, and then submit it to the commission for review. Please review the information shown on the page, which will be similar to the one shown to the right. If some of the data is incorrect, please click on the 'Back' button to go to the previous page and correct the data. If all of the information is correct, please click the "Continue" button.




The credit card payment screen will appear as shown below. Once you have completed the information requested on this screen, click "Submit" to make the payment and submit the program for review.

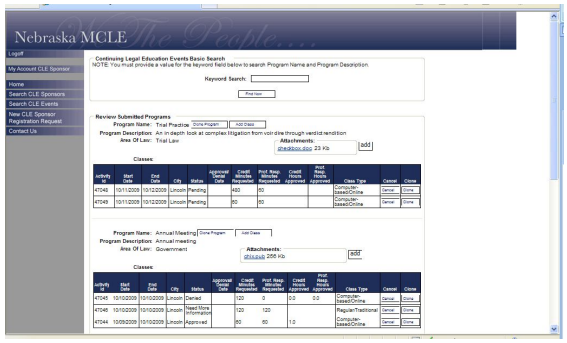


Once you have submitted the program, you will be shown a confirmation screen. A sample confirmation screen is shown below You may print a copy for your records using your browser controls. Clicking the “Go to My Account” button will return you to the main menu.




## Review Submitted CLE Programs

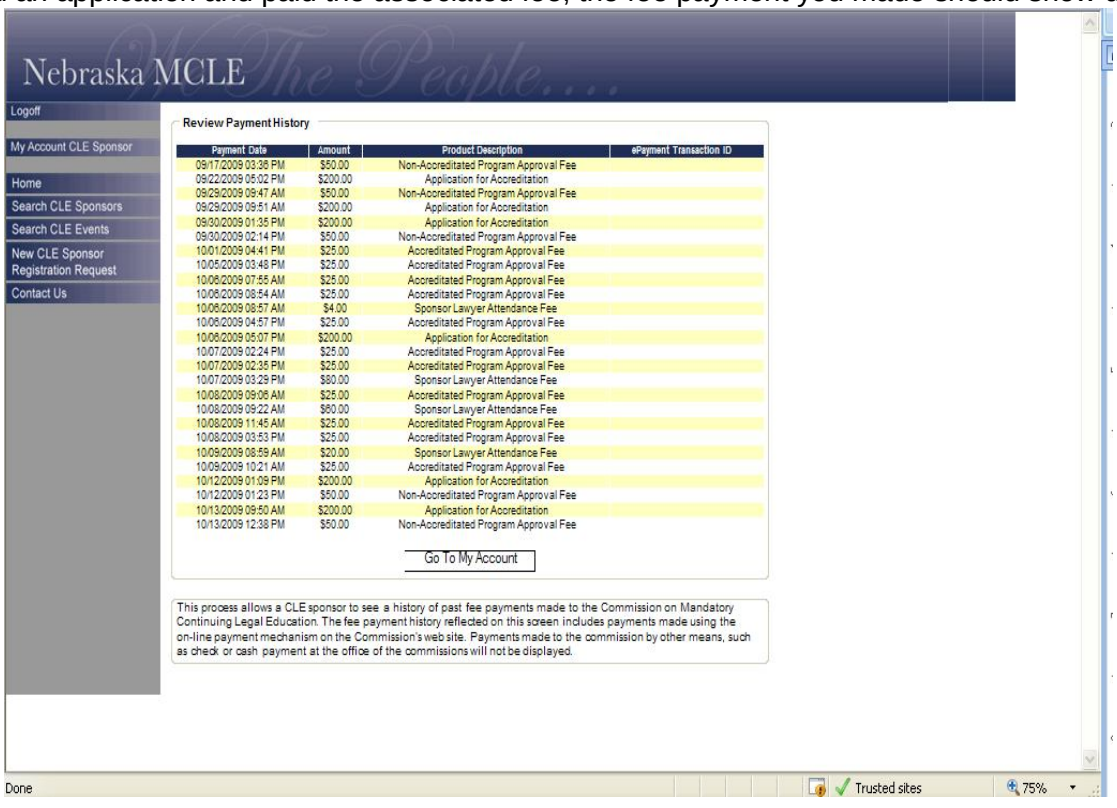
This process allows a sponsor to view the programs and classes submitted by the sponsor for approval by the commission. All of the programs and classes submitted by the sponsor during approximately the past two years will be listed, in descending chronological order. The current approval status--Pending, Approved or Denied—will be shown for each class session. The sponsor may narrow the display of programs by entering a keyword search term or terms, hitting the “Find Now” button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the sponsor will be shown and will be available for download.




## Review Your Payment History

To start this process, click on “Review Payment History” on the main menu. If you review this after you have

submitted an application and paid the associated fee, the fee payment you made should show up under the



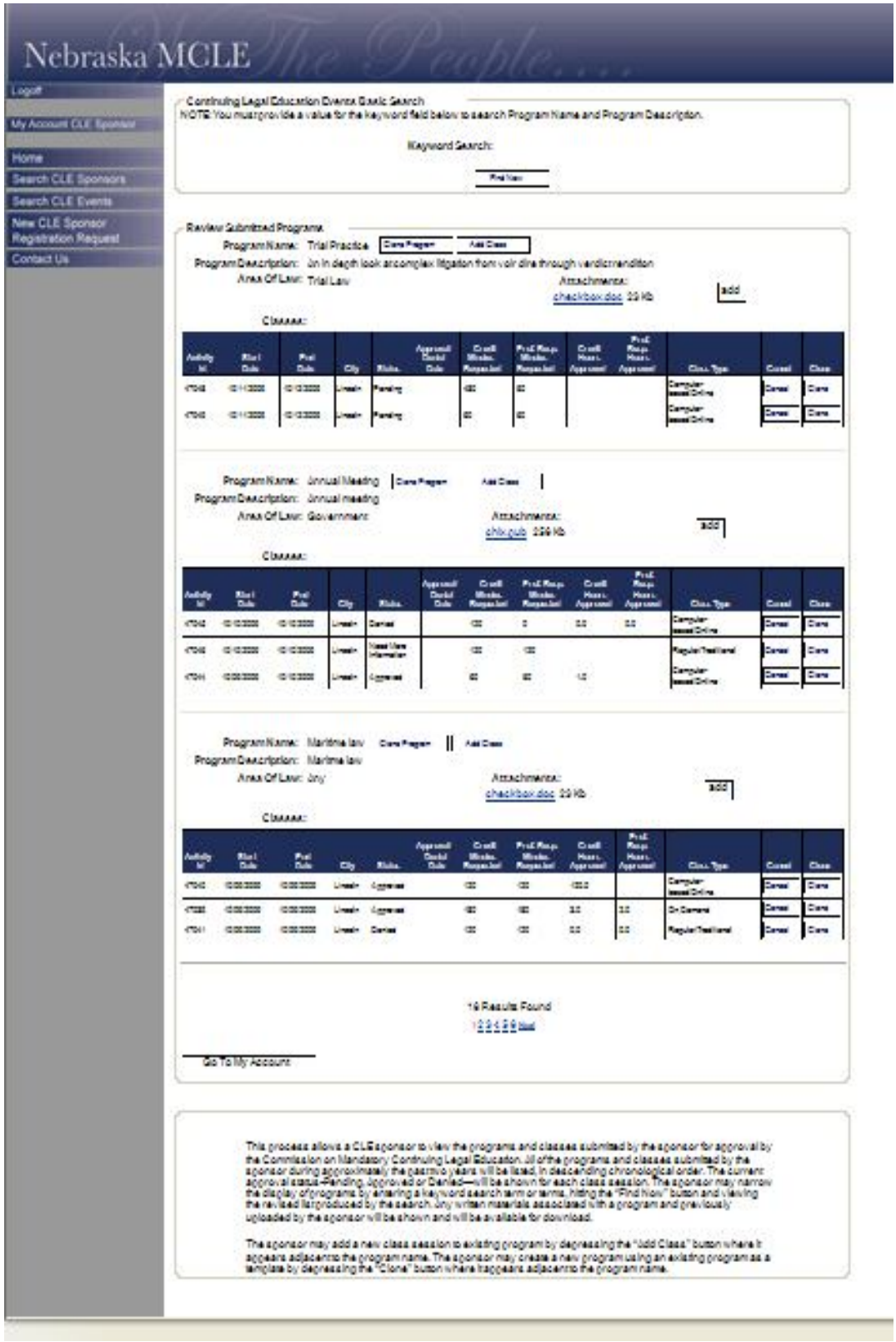

| Payment Date | Amount | Product Description | ePayment Transaction ID |
|---|---|---|---|
| 09/17/2009 03:36 PM | $50.00 | Non-Accreditated Program Approval Fee | |
| 09/22/2009 05:02 PM | $200.00 | Application for Accreditation | |
| 09/29/2009 09:47 AM | $50.00 | Non-Accreditated Program Approval Fee | |
| 09/29/2009 09:51 AM | $200.00 | Application for Accreditation | |
| 09/30/2009 01:35 PM | $200.00 | Application for Accreditation | |
| 09/30/2009 02:14 PM | $50.00 | Non-Accreditated Program Approval Fee | |
| 10/01/2009 04:41 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/05/2009 03:48 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/06/2009 07:55 AM | $25.00 | Accreditated Program Approval Fee | |
| 10/06/2009 08:54 AM | $25.00 | Accreditated Program Approval Fee | |
| 10/06/2009 08:57 AM | $4.00 | Sponsor Lawyer Attendance Fee | |
| 10/06/2009 04:57 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/06/2009 05:07 PM | $200.00 | Application for Accreditation | |
| 10/07/2009 02:24 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/07/2009 02:35 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/07/2009 03:29 PM | $80.00 | Sponsor Lawyer Attendance Fee | |
| 10/08/2009 09:06 AM | $25.00 | Accreditated Program Approval Fee | |
| 10/08/2009 09:22 AM | $60.00 | Sponsor Lawyer Attendance Fee | |
| 10/08/2009 11:45 AM | $25.00 | Accreditated Program Approval Fee | |
| 10/08/2009 03:53 PM | $25.00 | Accreditated Program Approval Fee | |
| 10/09/2009 08:59 AM | $20.00 | Sponsor Lawyer Attendance Fee | |
| 10/09/2009 10:21 AM | $25.00 | Accreditated Program Approval Fee | |
| 10/12/2009 01:09 PM | $200.00 | Application for Accreditation | |
| 10/12/2009 01:23 PM | $50.00 | Non-Accreditated Program Approval Fee | |
| 10/13/2009 09:50 AM | $200.00 | Application for Accreditation | |
| 10/13/2009 12:38 PM | $50.00 | Non-Accreditated Program Approval Fee | |

history.

To return to the main menu, click the “Go To My Account” button.

**Clone or Cancel an Existing Program**

The menu item entitled “Clone or Cancel an Existing Program” causes a page display like the one below, showing programs previously submitted, in descending chronological order. You may narrow the displayed array of programs using the keyword search function.




You may cancel an existing class by locating the class entry and clicking the “Cancel” button where it appears on the right end of the class entry.

You may add another class session to an existing program by locating the program entry, clicking the button

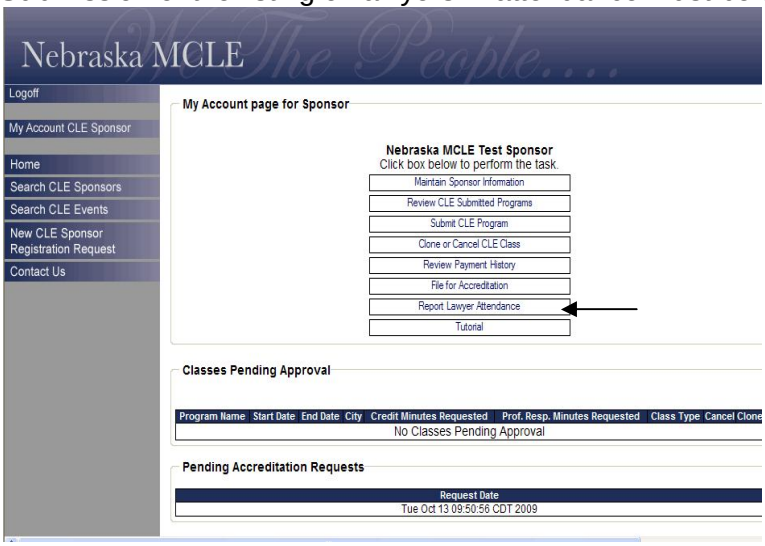
“Add Class,” annotating the new class session information, and saving the new class information.

You may use an existing program as a template for an entirely new program (“cloning” an existing program), by locating the existing program and clicking the button “Clone Program.” You will be shown a new “Step 1 – Submit CLE Program” screen that is already populated with information from the program and class you intend to clone. You must make necessary updates and edits of that information to create an entirely new program and class of a similar nature, which you then may submit for approval.

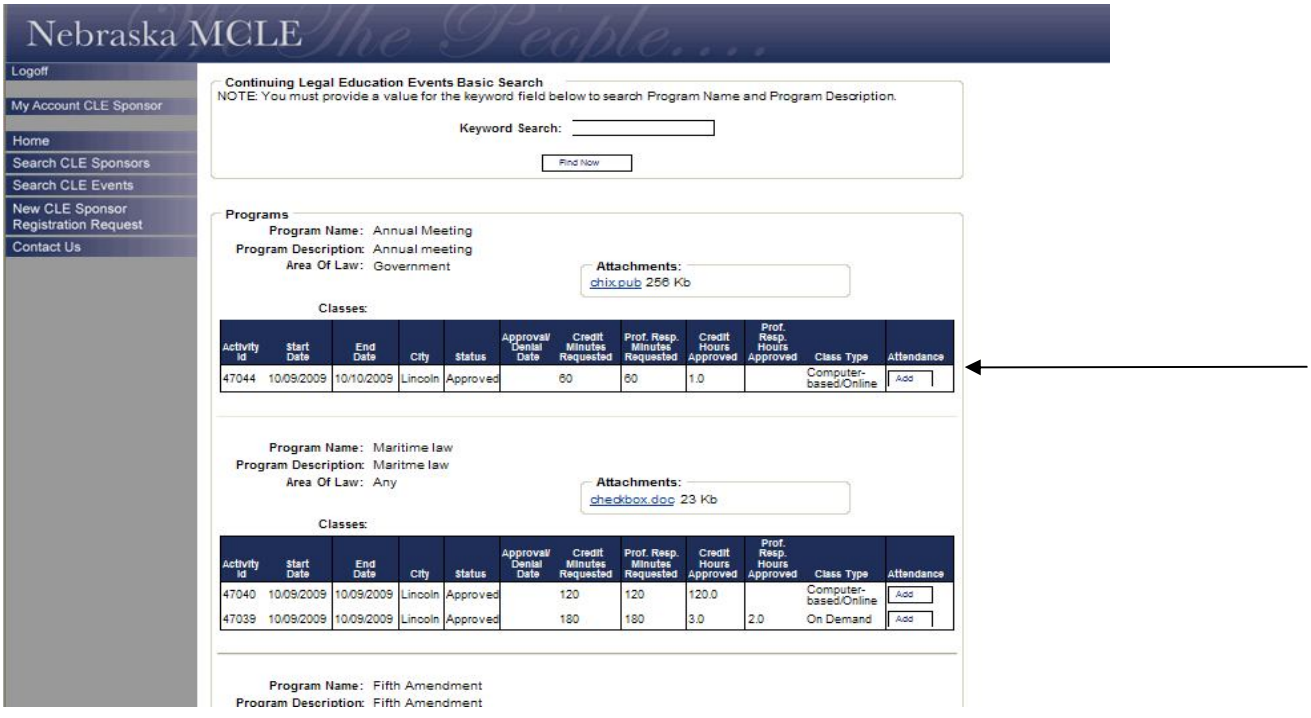
**Report Lawyer Attendance on-line**

As a condition of accreditation pursuant to Neb. Crt. Rule § 3-401.6 or program approval pursuant to § 3-401.7 or § 3-401.8(B), sponsors of CLE programs shall agree to remit to the Director an alphabetical list of Nebraska attorney attendees and shall pay to the Director a fee of $1 per approved credit hour for each Nebraska attorney who attends the program. This sponsor’s fee, along with the list of attendees, shall be submitted to the Director in the manner provided by the Nebraska Supreme Court within thirty (30) days after the program is held.

Submission of the listing of lawyers in attendance must be done on line.

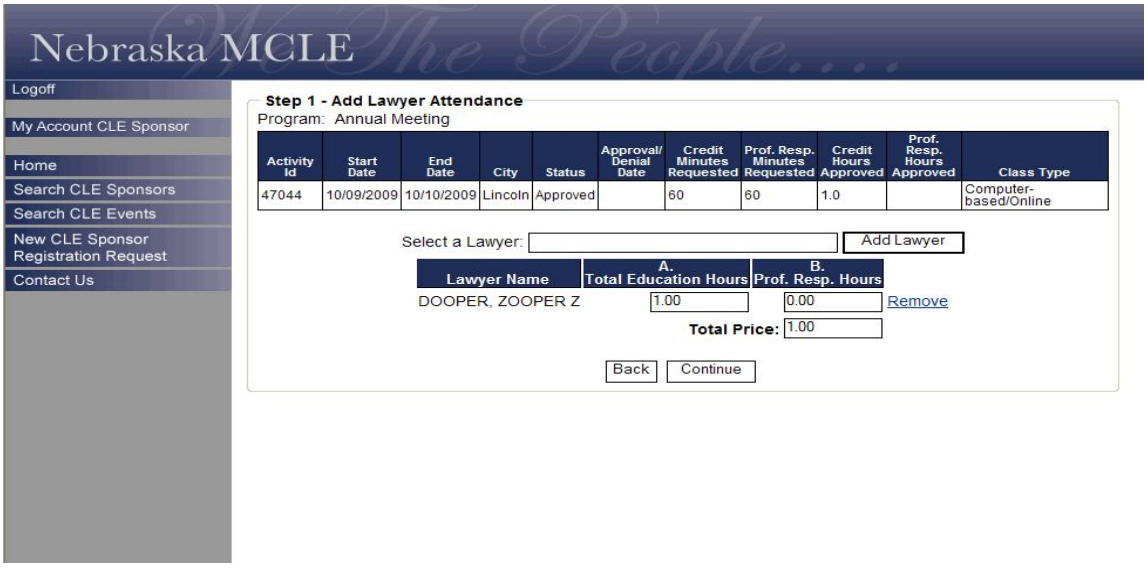



The courses you as a sponsor have set up will appear on the screen, choose the course for which you are reporting attendance by clicking the “add” button in the Attendance column:




A screen will appear asking you to key in the attorney names, last name first—click add lawyer after each addition

The “Select a Lawyer” field allows you to begin keying in the last name of the attorney your are reporting for attendance and the field will bring up potential names for you to click on, after clicking on the correct attorney name click on “Add Lawyer.” You can then begin to type in the name of the second lawyer for which you are reporting attendance. ***Tip:** The field will not accept any name that you do not choose from the drop down menu—the names will begin to appear as you type the first letters of the last name into the select a lawyer filed.




After you select the name and it fills in the field, you must hit “add lawyer” and a box will appear directing you to fill in the hours attended by the attorney and that field will calculate the fee for credit reporting. Once you see the above screen, click on add lawyer to add the next lawyer. Remember that once that name is in the box you must press add lawyer to have the credit boxes appear. By pressing continue you will have the credit card transaction screen appear.