

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

Nebraska MCLE Commission

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(402)471-3137

www.mcle.ne.gov

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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: <http://www.mcle.ne.gov>

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.

Search Continuing Legal Education Events

This process allows a user to view the programs and classes submitted by a sponsor for approval by the Commission on Mandatory Continuing Legal Education. All of the programs and classes submitted by the sponsor during at least the past two years will be listed, in descending chronological order. The current status — Approved, Denied, Cancelled or Need More Information — will be shown for each class session. Classes that have a status of Pending will not be shown. The user may narrow the display of programs by entering a keyword search or terms before 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.

Important Note: The "Field of Practice" designation is provided by some CLE sponsors only as an aid to lawyers seeking programs or classes pertaining to particular subject matter.

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.

Continuing Legal Education Events - Basic Search

NOTE: You must provide a value for at least one of the fields below.

Keyword Search:

OR

Continuing Legal Education Events - Advanced Search

Activity ID:

Sponsor Name or Acronym:

Program Name:

Program Description:

Country:

Location City:

Location State:

Start Date(mm/dd/yyyy):

End Date(mm/dd/yyyy):

Credit Hours Approved:

Ethics Hours Approved:

Field Of Practice:

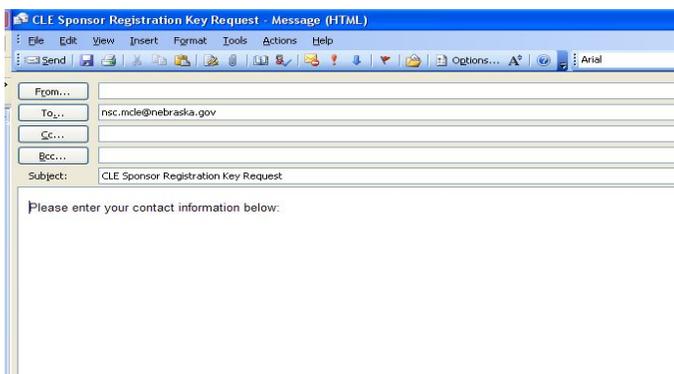
Class Type:

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.

Nebraska MCLE *The People...*

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

My Account page for Sponsor

Nebraska MCLE Test Sponsor
Click box below to perform the task.

Maintain Sponsor Information
Review CLE Submitted Programs
Submit CLE Program
Clone or Cancel CLE Class
Review Payment History
File for Accreditation
Report Lawyer Attendance
Tutorial

Classes Pending Approval

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

Pending Accreditation Requests

Request Date
Tue Oct 13 09:50:56 CDT 2009

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.

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.

Nebraska MCLE *The People...*

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

My Account page for Sponsor

Nebraska MCLE Test Sponsor
Click box below to perform the task.

Maintain Sponsor Information
Review CLE Submitted Programs
Submit CLE Program
Clone or Cancel CLE Class
Review Payment History
File for Accreditation
Report Lawyer Attendance
Tutorial

Classes Pending Approval

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

Pending Accreditation Requests

Request Date
No Pending Accreditation Requests

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.

Nebraska MCLE *The People...*

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

Step 1 - Maintain Sponsor Information

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

*Sponsor Name: Nebraska MCLE Test Sponsor

Sponsor Acronym: [text box]

*Business Address 1: 555 So 10th

Business Address 2: [text box]

Business Address 3: [text box]

*Country: United States

*City: Lincoln

*State/Province: Nebraska

Zip/Postal Code: [text box] Zip+4: [text box]

*Business Phone Number: 402-471-3072 Ext: [text box]

Web Address: www.mcle.ne.gov

Accredited: Approved

nebar's Contact Info:

first name	last name	email address	phone number
Test	Sponsor Contact	carole.mcmahon-boies@nebraska.gov	

Continue

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.

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.

Nebraska MCLE *The People...*

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

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: Nebraska MCLE Test Sponsor

Sponsor Acronym: [text box]

Business Address 1: 555 So 10th

Business Address 2: [text box]

Business Address 3: [text box]

Country: United States

City: Lincoln

State/Province: Nebraska

Zip/Postal Code: [text box]

Business Phone Number: 402-471-3072

Web Address: www.mcle.ne.gov

Registered Contacts:

first name	last name	email address	phone number	ext
Test	Sponsor Contact	carole.mcmahon-boies@nebraska.gov		

Back Submit

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"

Nebraska MCLE

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

My Account page for Sponsor

Nebraska MCLE Test Sponsor
Click box below to perform the task.

Maintain Sponsor Information

Review CLE Submitted Programs

Submit CLE Program

Clone or Cancel CLE Class

Review Payment History

File for Accreditation

Report Lawyer Attendance

Tutorial

Classes Pending Approval

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

Pending Accreditation Requests

Request Date
No Pending Accreditation Requests

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.

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.

Nebraska MCLE

Logoff

My Account CLE Sponsor

Home

Search CLE Sponsors

Search CLE Events

New CLE Sponsor Registration Request

Contact Us

Step 1 - File For Accreditation

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

*Attachments:

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. 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.

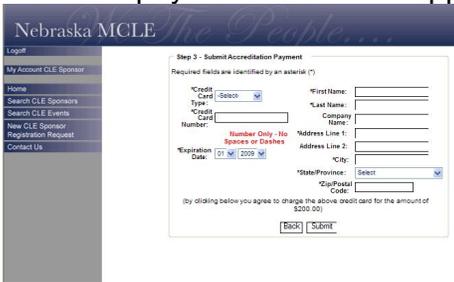
The Director may, at any time, reevaluate the programs being presented by an accredited CLE sponsor. If, after such reevaluation, the Director finds there is cause for revocation of the accreditation of a sponsor, he or she shall provide written notice of such cause to the sponsor and shall allow the 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 § 3-401.7, 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 by that

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



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.

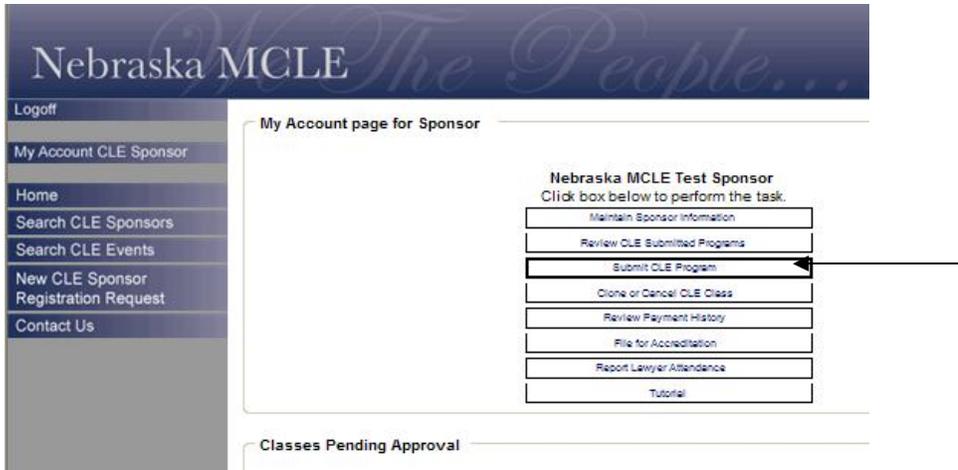


A receipt for the e-payment will appear.



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.



The screenshot shows the "My Account page for Sponsor" interface. On the left is a navigation menu with the following items: Logoff, My Account CLE Sponsor, Home, Search CLE Sponsors, Search CLE Events, New CLE Sponsor Registration Request, and Contact Us. The main content area is titled "Nebraska MCLE Test Sponsor" and includes the instruction "Click box below to perform the task." Below this instruction is a vertical list of buttons: "Maintain Sponsor Information", "Review CLE Submitted Programs", "Submit CLE Program" (highlighted with a black border and an arrow pointing to it from the right), "Clone or Cancel CLE Class", "Review Payment History", "File for Accreditation", "Report Lawyer Attendance", and "Tutorial". At the bottom of the page, there is a section titled "Classes Pending Approval".

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

Step 1 - Submit CLE Program

Required fields are identified by an asterisk (*)

*Program Name:

*Description:

*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:

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					Computer-based Online	<input type="button" value="Remove"/>

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. 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, ethics 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.

Sponsors must pay a non-refundable \$25.00 application fee with each application. The fee must be paid each time the program offered in a different format and/or at a different time or location.

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: <http://www.mcle.ne.gov>

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.

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: Trial Practice
 Program Description: An in depth look at complex litigation from voir dire through verdict rendition

Enrollment Fee: Yes: \$55.00

Attachments:

Area of Law: Trial Law

Start Date	End Date	City	state	Address	Phone	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type
10/11/2009	10/12/2009	Lincoln	Nebraska	555 So. 10th	402-444-4444	480	60	Computer-based/Online
10/11/2009	10/12/2009	Lincoln	Nebraska	555 So. 10th	402-444-4444	60	60	Computer-based/Online

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.

Step 3 - Submit CLE Program

Required fields are identified by an asterisk (*)

*Credit Card: Type: *First Name:
 *Credit Card Number: *Last Name:
 *Expiration Date: / *Company Name:
 *Address Line 1:
 *Address Line 2:
 *City:
 *State/Province:
 *Zip/Postal Code:

(by clicking below you agree to charge the above credit card for the amount of \$50.00)

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.

Step 4 - Submit CLE Program

Your Continuing Legal Education Program has been submitted. Please print a copy of this receipt page for your records. [Printable Version](#)

E-Payment Details	
Date/Time	10/13/2009 12:38 PM
Amount	\$50.00
Product Code	500
Product Description	Non-Accredited Program Approval Fee
ePayment Transaction Id	4ad46c64-2252-3000-0033-0003ba9898f7

Program Name: Trial Practice
 Program Description: An in depth look at complex litigation from voir dire through verdict rendition
 Enrollment Fee: Yes: \$55.00
 Attachments: Uploaded files checkbox.doc
 Area of Law: Trial Law

Classes:	Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type
	10/11/2009	10/12/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	480	60	Computer-based/Online
	10/11/2009	10/12/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	60	60	Computer-based/Online

[Go To My Account](#)

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.

Nebraska MCLE

Continuing Legal Education Events Review 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: Trial Practice [View Details](#)
 Program Description: An in depth look at complex litigation from voir dire through verdict rendition
 Area of Law: Trial Law [View Details](#)
 Attachments: [checkbox.doc](#)

Program ID	Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type	Status
17348	10/11/2009	10/12/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	480	60	Computer-based/Online	Pending
17349	10/11/2009	10/12/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	60	60	Computer-based/Online	Pending

Program Name: Annual Meeting [View Details](#)
 Program Description: Annual Meeting
 Area of Law: Government [View Details](#)
 Attachments: [checkbox.doc](#)

Program ID	Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Prof. Resp. Minutes Requested	Class Type	Status
17348	10/10/2009	10/10/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	120	120	Computer-based/Online	Approved
17349	10/09/2009	10/10/2009	Lincoln	Nebraska	555 So 10th	402-444-4444	60	60	Computer-based/Online	Approved

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

Review Payment History

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

[Go To My Account](#)

This process allows a CLE sponsor to see a history of past fee payments made to the Commission on Mandatory Continuing Legal Education. The fee payment history reflected on this screen includes payments made using the on-line payment mechanism on the Commission's web site. Payments made to the commission by other means, such as check or cash payment at the office of the commissions will not be displayed.

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.

Continuing Legal Education Event 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: Trial Practice

Program Description: On in depth look at complex litigation from voir dire through verdict/negotiation

Area Of Law: Trial Law Attachments: [checkboxow.doc](#) 22 KB

CLASS:

Activity ID	Start Date	End Date	City	Status	Approval Detail Code	Credit Hours Requested	Prd Resp. Hours Requested	Credit Hours Approved	Prd Resp. Hours Approved	Class Type	Cancel	Close
4704	12/11/2022	12/12/2022	Lincoln	Pending		0.0	0.0			Computer based/Online	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
4705	12/11/2022	12/12/2022	Lincoln	Pending		0.0	0.0			Computer based/Online	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>

Program Name: Annual Meeting

Program Description: Annual meeting

Area Of Law: Government Attachments: [chic.pub](#) 224 KB

CLASS:

Activity ID	Start Date	End Date	City	Status	Approval Detail Code	Credit Hours Requested	Prd Resp. Hours Requested	Credit Hours Approved	Prd Resp. Hours Approved	Class Type	Cancel	Close
4702	12/12/2022	12/12/2022	Lincoln	Denial		0.0	0.0	0.0	0.0	Computer based/Online	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
4703	12/12/2022	12/12/2022	Lincoln	Need More Information		0.0	0.0			Regular/Traditional	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
4704	12/02/2022	12/12/2022	Lincoln	Approved		0.0	0.0	1.0	1.0	Computer based/Online	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>

Program Name: Maritime law

Program Description: Maritime law

Area Of Law: Any Attachments: [checkboxow.doc](#) 22 KB

CLASS:

Activity ID	Start Date	End Date	City	Status	Approval Detail Code	Credit Hours Requested	Prd Resp. Hours Requested	Credit Hours Approved	Prd Resp. Hours Approved	Class Type	Cancel	Close
4700	12/02/2022	12/02/2022	Lincoln	Approved		0.0	0.0	0.0	0.0	Computer based/Online	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
4702	12/02/2022	12/02/2022	Lincoln	Approved		0.0	0.0	0.0	0.0	On Demand	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
4701	12/02/2022	12/02/2022	Lincoln	Denial		0.0	0.0	0.0	0.0	Regular/Traditional	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>

14 Results Found

[1 2 3 4 5 6 7 8 9 10 11 12 13 14](#)

[Go To My Account](#)

This process allows a CLE sponsor to view the programs and classes submitted by the sponsor for approval by the Commission on Mandatory Continuing Legal Education. 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.

The sponsor may add a new class session to existing program by depressing the "Add Class" button where it appears adjacent to the program name. The sponsor may create a new program using an existing program as a template by depressing the "Clone" button where it appears adjacent to the program name.

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:

Nebraska MCLE *The People...*

Logoff
My Account CLE Sponsor
Home
Search CLE Sponsors
Search CLE Events
New CLE Sponsor Registration Request
Contact Us

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

Program Name: Annual Meeting
Program Description: Annual meeting
Area Of Law: Government

Attachments:
[chix.pub](#) 266 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	Attendance
47044	10/09/2009	10/10/2009	Lincoln	Approved		60	60	1.0		Computer-based/Online	<input type="button" value="Add"/>

Program Name: Maritime law
Program Description: Maritime law
Area Of Law: Any

Attachments:
[checkbox.doc](#) 23 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	Attendance
47040	10/09/2009	10/09/2009	Lincoln	Approved		120	120	120.0		Computer-based/Online	<input type="button" value="Add"/>
47039	10/09/2009	10/09/2009	Lincoln	Approved		180	180	3.0	2.0	On Demand	<input type="button" value="Add"/>

Program Name: Fifth Amendment
Program Description: Fifth Amendment

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

Nebraska MCLE *The People...*

Logoff
My Account CLE Sponsor
Home
Search CLE Sponsors
Search CLE Events
New CLE Sponsor Registration Request
Contact Us

Step 1 - Add Lawyer Attendance
Program: Annual Meeting

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
47044	10/09/2009	10/10/2009	Lincoln	Approved		60	60	1.0		Computer-based/Online

Select a Lawyer:

Lawyer Name	A. Total Education Hours	B. Prof. Resp. Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

- Logoff
- My Account CLE Sponsor
- Home
- Search CLE Sponsors
- Search CLE Events
- New CLE Sponsor Registration Request
- Contact Us

Step 1 - Add Lawyer Attendance

Program: Annual Meeting

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
47044	10/09/2009	10/10/2009	Lincoln	Approved		60	60	1.0		Computer-based/Online

Select a Lawyer:

Lawyer Name	A. Total Education Hours	B. Prof. Resp. Hours	
DOOPER, ZOOPER Z	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	Remove
Total Price:		<input type="text" value="1.00"/>	

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.