Nebraska MCLE Sponsor Tutorial for Internet Filing of Accreditation Applications, Payment of Fees and Other Functions Nebraska MCLE Commission 521 So. 14th Street Lincoln, NE 68508 (402)471-3137 <u>www.mcle.ne.gov</u> nsc.mcle@nebraska.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.

Ne	ebraska	MCLEINE Steople
Login		Search Continuing Legal Education Events
Home		
Search (CLE Sponsors	This process allows a user to view the programs and classes submitted by a sponsor for approval by the Commission on Mandatony Continuing Lengt Education All of the programs and classes submitted by the sponsor during at least the past two
Search (CLE Events	vears will be listed, in descending chronological order. The current status — Approved, Denied, Cancelled or Need More
New CLI Registra	E Sponsor tion Request	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
Contact	Us	
		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 Educations Eve	ents - Basic Search
NOTE: You must provide a val	ue for at least one of the fields below.
Keyword Search:	
	Find Now



Continuing Legal Education Events - Advanced Search-

Activity ID:	1		
Sponsor Name or Acronym:	•		
Program Name:			
Program Description:	2		
Country:	Any		
Location City:			
Location State:	Лпу		1
Start Date(mm/dd/yyyy):			-10
End Date(mm/dd/yyyy):			
Credit Hours Approved:			
Ethics Hours Approved:			
Field Of Practice:	Any		
	Any	-	

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.

From Toj nsc.mcle@n			
<u></u>	vraska.gov		
Bcc ubject: CLE Sponso Please enter your cont	Registration Key Request		

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

Nebraska	MCLE The People
Login Home Search CLE Sponsors Search CLE Sponsor Registration Request Contact Us	In the control of the problem of the public, larger or sponsor of a continuing legal education (CLE) programs and classes submitted for Context Us. This process allows any member of the public, larger or sponsor of a continuing legal education event is submit an equity.

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	

Sign In	ale Sign-On user name and password to	sion in		_
	User Name Password			
	Aomin Realm Leave a	"Admin Realm" blank, unless you are State of Nebraska administrator		
			ОК	Cancel

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.

My Account CLE Sponsor	My Account page for Sponsor		
my Account CEE Oponaor		Nebraska MCLE Test Sponsor	
Home		Click box below to perform the task.	
Search CLE Sponsors		Maintain Sponsor Information	
earch CLE Events		Review OLE Submitted Programs	
lew CLE Sponsor		Submit CLE Program	
Registration Request		Clone or Cancel OLE Class	
Contact Us		Review Payment History	
		File for Accreditation	
		Report Lewyer Attendance	
	Classes Pending Approval		
	Program Name Start Date End Date Cit	Credit Minutes Requested Prof. Resp. Minutes Requested Clas	ss Type Car
	Program Name Start Date End Date Cit	Credit Minutes Requested Prof. Resp. Minutes Requested Clas No Classes Pending Approval	ss Type Car
	Program Name Start Date End Date Cit	j Credit Minutes Requested Prof. Resp. Minutes Requested Clas No Classes Pending Approval	ss Type Car
	Program Name Start Date End Date Cit	I Credit Minutes Requested Prof. Resp. Minutes Requested Clar No Classes Pending Approval Request Date Tue Oct 13 09:50:56 CDT 2009	ss Type Car

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.

- My Account	page for Sponsor	
Account CLE Sponsor		
me	Nebraska MCLE Test Sponsor Click box below to perform the task.	
arch CLE Sponsors	Maintain Sponsor Information	
arch CLE Events	Review CLE Submitted Programs	
	Submit CLE Program	
w CLE Sponsor gistration Request	Clone or Cancel CLE Class	
ntact Lie	Review Payment History	
inact 03	File for Accreditation	
	Report Lawyer Attendance	
	Tutorial	
Classes Pe Program Name	Iding Approval Start Date End Date City Credit Minutes Requested Prof. Resp. Minutes Requested Class Type Q	Cance
	No Classes Pending Approval	
Pending Ac	reditation Requests	
	Request Date	

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.

ogoff	Step 1 - Maintain Sponsor	Information			
Ay Account CLE Sponsor	10054 - 100 54 000 491 890	NOTE: Required f	ields are identif	ied by an asterisk (*)	
lome	*Sponsor Name: Nebraska M	CLE Test Spons d			
earch CLE Sponsors	Sponsor				
earch CLE Events	Acronym:				
w CLE Sponsor	Address 1:				
egistration Request	Business Address				
ontact Us	Business Address				
	3:				
	*Country: United Sta	ates 🗸 🗸			
	*City: Incoin				
	*State/Province: Nebraska	~			
	Zip/Postal	Zin+4	E C		
	Code:	2;p;4	_		
	Number: 402-47 1-307	2 Ext			
	Web Address: www.mc/e.n	e.gov			
	Accredited: Approved				
	and a Contract				
	Info: firs	t name last i	name	email address	phone number
	Test	Sponsor C	ontact	carole.mcmahon-boies(
			Continue	-	
			1		
	This process allows a CLE sport	sor to undate the address It	telechone cont	act persons and other relev	ant information as it as
	on the records of the Commissi	on on Mandatory Continuing	Legal Education	n This information is used 1	and information as it ap

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.

Aly Account CLE Sponsor Home Bearch CLE Sponsors Search CLE Sponsors Search CLE Sponsors Bearch CLE Sponsors Bearch CLE Sponsors Bearch CLE Sponsors Bearch CLE Sponsors Business Address 1: Dontact Us Physics Explore Contact Us 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 to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the following information is correct, please click on the "Submit" button to go the previous page and correct the data. If all of the followi	ogoff	Step 2 - Maintain Sponse	or Information	· · · · · · · · · · · · · · · · · · ·		
Home Sponsor Name: Nebraska MCLE Test Sponsor Search CLE Sponsor Sponsor Acronym: Business Address 1: Sonsor Registration Request 555 So 10th Contact Us United States Contact Us Country: United States Cip/Fostal Code: Business Phone 402-471- Number: 3072 Web Address: www.mcle.ne.gov	My Account CLE Sponsor	Please review the following previous page and correct	information. the data. If al	If some of the dat I of the following	ta is incorrect, please click on the "Ba information is correct, please click or	ok' button to go the hthe 'Submit' button.
Search CLE Sponsors Sponsor Name: Nebraska MCLE Test Sponsor Search CLE Events Business Address 1: 555 So 10th New CLE Sponsor Business Address 2: Business Address 2: Contact Us Country: United States City: lincoln State/Province: Business Address 2: Business Address 2: Contact Us City: lincoln State/Province: Nebraska Zip/Posta Code: Business Phone Business Phone 202-471- Number: 3072 Web Address: www.mcle.ne.gov	Home					
Search CLE Events Search CLE Events Susiness Address 1: 555 So 10th Business Address 2: Business Address 2: Contact Us Contact Us Contact Us Contact Code: United States Contact Code: Business Phone 402-471- Number: 3072 Web Address: Www.mcle.ne.gov Phone	Search CLE Sponsors	Sponsor Name:	Nebraska MC	LE Test Sponsor	r.	
New CLE Sponsor Registration Request Contact Us Business Address 2 Busines Address 2 Busine	Search CLE Events	Business Address 1:	555 So 10th			
Contact Us City: lincoln State/Province: Nebraska Zip/Postal Code: Business Phone 402-471- Number: 3072 Web Address: www.mcle.ne.gov Phone	New CLE Sponsor Registration Request	Business Address 2: Business Address 3:				
City: Innoin State/Province: Nebraska Zip/Postal Code: Business Phone 402-471- Number: 3072 Web Address: www.mde.ne.gov	Contact Us	Country:	United States	5		
Zip/Posta Code: Business Phone 402-471- Number: 3072 Web Address: www.mcle.ne.gov		City:	Nebraska			
Business Phone 402-471- Number: 3072 Web Address: www.mcle.ne.gov		Zip/Postal Code:	Neuraska			
Web Address: www.mde.ne.gov		Business Phone Number:	402-471- 3072			
phone		Web Address:	www.mcle.ne	gov		
Registered Contacts: first name last name email address number		Registered Contacts:	first name	last name	email address	phone number ext
Test Sponsor carole.momahon- Contact boies@nebraska.gov			Test	Sponsor Contact	carole.mcmahon- boies@nebraska.gov	
Back Submit		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"

	My Account page for Sponsor		
CLE Sponsor			
		Nebraska MCLE Test Sponsor Click box below to perform the task.	
Sponsors		Maintain Sponsor Information	
Events		Review OLE Submitted Programs	
		Submit CLE Program	
Request		Clone or Cancel OLE Class	
		Review Payment History	
		File for Accreditation	
		Report Lawyer Attendance	
		Tutorial	
	Program Name Start Date End Date Cl	y Credit Minutes Requested Prof. Resp. Minutes Requested Class T	Type Cancel Clone
	Pending Accreditation Requests	Request Data Request Data No Pending Accreditation Requests	
	Pending Accreditation Requests	Requise Pending Approval Requise Data No Pending Accreditation Requests	

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.

Logon	Step 1 - File	For Accreditation
My Account CLE Sponsor	NOTE:	Required fields are identified by an asterisk (*)
Home	*Attachments:	Browse Upload Upload files
earch CLE Sponsors		Attachment Instructions: Minimum of one (1) attachment is required. Generally, this should
Search CLE Events		be information on CLE programs of fered during the two (2) years immediately preceding the request for accredited (2) E sonsor status. If the person or organization has been offering
New CLE Sponsor Registration Request		Tectors for accession of the second status of the person of organization for the mig- CLE courses for five (6) 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
Contact Us		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 if there (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.

Logoff	Step 2 - File for Accreditation					
My Account CLE Sponsor	Please review the following information. If some of the data is incorrect, please click					
Home	following information is correct, please click on the 'Continue' button.					
Search CLE Sponsors	Attachments: Uploaded files					
Search CLE Events	Back) [Next]					
New CLE Sponsor Registration Request						
Contact Us						

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

Logoff	Step 3 - Submit Accreditation Payment
My Account CLE Sponsor	Required fields are identified by an asterisk (*)
Home	*Credit
earch CLE Sponsors	Type: 1 act Name:
Search CLE Events	Credit Company
New CLE Sponsor	Number: Name:
Registration Request	Number Only - No Nddress Line 1: Spaces or Dashes
Contact Us	*Expiration of a 2000 and Address Line 2:
	Date: City:
	*State/Province: Select 💉
	"Zip/Postal Code:
	(by olidking below you agree to charge the above credit card for the amount of \$200.00)
	Back Submit

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.

Logoff	My Account page for Sponsor	
My Account CLE Sponsor		
Home		Nebraska MCLE Test Sponsor Click box below to perform the task.
Search CLE Sponsors		Maintain Sponsor Information
Search CLE Events		Review CLE Submitted Programs
New CLE Sponsor		Submit CLE Program
Registration Request		Clone or Cancel CLE Class
Contact Us		Review Payment History
		File for Accreditation
		Report Lewyer Attendance
		Tutorial

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

et CLE Spansor	p1-Submit	CLE Program	n	Described 6	lete and televel		-1-14			
		_		Required in	ius are identi	ned by an astern	24()			
The Second	anen Nerre:	<u> </u>								
ILE Events							1			
E Sponsor		In Inc.				r:				
ion Request Perro	pliment heat	Yes	If Yes, Fee Amou	unt: S		1				
	Attachments:	E	Snovae.	Upload			Upload	ed files		
		Attachment I which shouk seminar con at (402) 471-	Instructions: Minimu d provide sufficient of tent and actual instr 3137.	im of one (1) attac detail regarding th uction time. For a	hment is requi e schedule ar dditional guid	red. Generality, t d content to allo ance, see the di	his should be the ow the Commissio scussion at the b	agenda or in to make ottom of th	brochure for the prog an informed decision is page or call the Co	ram, n regarding ommission
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2a (mm)	er: Data Dr ddyyyyy) (rend	d Data Sdjyyyji	City	Same	Address	Phone (xxx-xxx-xxxx)	Credit Pro Minutest N	A Raup. Inizia	Class Type	Remove
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The 10 and 10 an	at one stachme the allow the c as for sessions it updates of Law" des Deck Winutes R for actual legity of when calculat effy as Profession from, recognising eys, ethics star-	nt must be uptor commission to ma- or which professi The approach size uptoxided by the signation is option ing instruction tim- onal Responsibility pand addressing observe as they re-	cide. Generally, this will be an informed determin onal negotability circle i agonzor will be available al, and is collected only a hofessional Responsibility mability instruction time, the patients about the matrix patient of the second second patient of the second s	be the agenda or broch alton regarding both set a requested, especially to the gubic, including as an aid to lawyers se Minutes Requested" a respectively. Time use in the following areas in the following areas	ure for the program minar content an urban content and urban yualification urban yualification urban yualification away a solution hould be completin hould be comple	m, which should not excluse instruction to there or signeds do it. Sponsors are ack to database of CLS or classes pertaining i ed with the sponsors of data the sponsors als, introductory new feasionalism, diversit Nationalism, diversit Nationalism, diversit Nationalism, diversit he judget system,	The government of the second o	garding the a may want to the the profe- est for semin of classes to atter. at actual instr- emerks should be discrimination to Discipline ter attorneys.	na in the atland. I not be of	
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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.

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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.

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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.

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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.

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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



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.

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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.

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arch CLE Events	Review CLE Submitted Programs	
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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:

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

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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.

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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.