

Paperless CLE Reporting Now Available at  
**[www.kybar.org](http://www.kybar.org)**!

1. Find the **CLE** Button.



CLE




Member CLE Portal

2. Sign-in at the **Member Portal**.

3. Select **Submit a Program for Approval**.  
(on your left in a box headed: CLE CREDITS)

4. Search for the program to see if it is already approved.

If the program is already on the list of approved programs,  
Select the  button and make a note of the activity code.

You can proceed to #17

If the program is not found please proceed to #5.

5. Select **Submit a Program for Approval**.

6. Enter the Date and Name of the Program.

Select either **“Live”** or **“On-demand”** under **Program Format**

Program date \* 

Name of Course/Activity \*

7. Select either **Live** or **On Demand** under **Program Format**

Program Format \*

Program Type  Webcast  
 Teleconference  
 On site

If a **Live** program - select the **Program Type**

If an **On Demand** program please note that On-demand programs are approved for a twelve month period beginning on July 1<sup>st</sup>.

8. Use the slider to indicate the length of the program

Length (Minutes) \*

Slider may be controlled by using the mouse or the arrow keys on your keyboard.

Next

9. If a Live – On-Site program, enter the location of the program.

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City

State

Minutes

Total Credits

Ethic Credits

10. Use the slider to Indicate the number of credits (if any) that qualify as Ethics Credit.

11. Search for and Select the program's Sponsor

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Sponsor  ⓘ

12. If you cannot find the Sponsor in the database, Answer the questions regarding the sponsor's name and contact information.

Next

13. Indicate: the format of the substantive written materials, the number of pages of the materials (an educated estimate is acceptable), and the timing of the distribution of the materials.

Supreme Court Rule 3.650(2)(h) requires written materials

Written Materials

Total number of pages

(ONLY send complete set of materials if requested by the CLE Commission after receipt of application)

Materials to be distributed

14. If this is an In-house Activity, indicate the percentage of instruction time from people outside the house. If not an In-house Activity proceed to # 15

Complete this section ONLY if an "in-house activity" (See SCR 3.600(9) and 3.650(2)(I) to determine applicability):  
(must be at least 50% to qualify for accreditation)

In-house activity outsiders %

15. Upload a time specific agenda/schedule of the program and information regarding the qualifications of the program's instructors.

16. To submit the application select: Yes, and proceed to submit the application fee. If not ready to submit, select No and the application will be saved for later.

Are you ready to pay the application fee and  Yes  No complete the application? \*

Next

When the program application is approved you will receive an e-mail containing the Program number from [info@kybar.org](mailto:info@kybar.org)

17. If you have the program number, return to the Member CLE Portal.

A yellow rectangular button with the text "Member CLE Portal" in white.

18. Select **Submit New Credits**.

19. Select the educational year your program was completed.

20. Enter **Program** number and select the program you attended.  
(Be patient – It will take a moment for the program to load.)

A blue rectangular button with the text "Next" in white.

21. Enter the **Total CLE** Credits you have earned.  
(Click on the slider bar – slider may also be controlled using your arrow keys.)

Add your name and today's date.

A blue rectangular button with the text "Next" in white.

That's All! – No need to send any paperwork to the KBA.  
**Your credits will automatically appear on your transcript!**