Below are instructions on how to report your attendance at a non-SBAND sponsored CLE.

1. Sign in
2. Once signed in, your Manage Profile page will come up.
3. Under Content & Features, Click on Professional Development, scroll down on page
4. Click on Add Entry
5. A new box will populate your screen
6. Click Yes for “Is this entry for a Certificate or Program?”
7. Select “Report of Compliance” from “Certification/Program”.
8. Select Credit Type
9. Entry Date will populate
10. Description = Name of CLE
11. Input Credits
12. Credits Expire (Enter month/date/4 years later) (Example 11/20/17 enter 11/20/21)
13. Score LEAVE BLANK
14. Activity Code = Date of Seminar (051118)
15. Attachments – Upload Agenda with either Attorney Application or Certificate of Attendance from sponsoring agency.
16. Hit submit
17. The CLE will show up under your Professional Development Page.

*For questions contact Debbie@sband.org or 701-255-1404 ext. 11.*