

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](tel:701-255-1404) ext. 11.