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

1. Sign in with your username and password
2. Once signed in, your Manage Profile page will come up
3. Under Content & Features, Click on Professional Development, then scroll down the page
4. Click on Add Entry
5. A new box will populate on 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 from drop down box
9. Entry Date: First day of the course you attended/viewed
10. Description: Name of the CLE
11. Input the number of Credits
12. Credits Expire: June 30th of the year your Report of Compliance is due
13. Score: LEAVE BLANK
14. Activity Code: Date of Seminar (example: 051123)
15. Attachments: Upload Agenda with either Individual 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*