



How To Get CLE Credit for OnDemand Conference Recordings



AILA uses the online system, [webCLE](#), to track CLE credits for OnDemand recordings. Please note that AILA will only administer CLE credit to individuals who purchase the recording directly from AILA National only; the purchase invoice is used as a form of CLE verification. Individuals who have not purchased the recording through AILA National may contact their state bar for information on requesting self-study credit. Below are step-by-step instructions on how to record your CLE credits so that you may obtain a certificate of attendance and track your CLE credits.

- **Make note!** Be sure to note the names of the conference and session(s).
- **Write down the code!** A **four-digit CLE code** will be announced in the recording **before the Q&A portion** at the end of each session, which you will need to record your attendance.
- **Log in to webCLE!** If you have used [webCLE](#) before, just log in to your account at www.ailawebcle.org.
 - **Forgot your AILA member number?** Go to AILA InfoNet (www.aila.org) and click on “Forgot Password.”
 - **New to webCLE?** If you are using [webCLE](#) for the first time, you will need to register for a free account. Enter your name, contact information, AILA number, jurisdiction(s), and bar number(s). Please be sure to enter all of the states in which you would like to receive credit.
 - **Not an AILA member yet?** Email us at cle@aila.org to request your Nonmember Number.

STEP I

- **Record your attendance!** Once you’ve logged on, follow these simple steps to record your credits:
 1. Click on “Record my Attendance”.
 2. Click on “OnDemand Program”.
 3. Click on “In-Person Conference”.
 4. Select the conference.
 5. Select the session title.
 6. Check off the attestation statement box.
 7. Enter the CLE code in the space provided.
 - If you missed or misplaced the CLE code, you may verify that you attended the session in its entirety by checking the attestation statement box at the end of the page.
 8. Click on “Submit”.
- **View your report and access your certificate!** Once you have recorded your credits, you will be able to log back on to [webCLE](#) to view your credit summary and save, email, or print out your certificate. If your state requires a **specialized certificate or course number**, it will be emailed to you after reporting on [webCLE](#).

STEP II

- **Reporting credits to the bar:** AILA reports attendance for the following jurisdictions: AL, DE*, GA, HI, IN, KY*, LA, ME, MS, MT, NV, NE**, NH, NC, OH, OK, OR, PA, PR, RI*, SC, TX, and WY*.
 - Please note that when AILA reports CLE credits to your bar, it will take us 1-2 weeks to verify your information before submitting the reports. It will take additional time for the bar to process our report.The following jurisdictions require **attorneys to self-report** their credits: AK, AZ, CA, CO, FL, ID**, IL, MO, NJ, NM, NY, ND**, VA*, VT, WA, WI, and WV.
- The **OnDemand Recording format does not qualify for CLE credit** in the following jurisdictions: AR, IA, KS, MN, and TN. In addition, although the Downloadable format may be approved, the **CD format is not eligible for CLE credit** in the following states: IN, MS, SC, and VA.
- **Attention Puerto Rico attorneys!** The Hoja de Evaluación may be downloaded from the AILA CLE Center at www.aila.org/cle and can be returned to cle@aila.org.
- Your jurisdiction may limit OnDemand credit based on the date of the original presentation. View the [OnDemand Downloadable and CD-Rom Expiration Chart](#) for more details.

Please email us at cle@aila.org with your CLE questions.

*AILA applies for accreditation upon attorneys request after participation in the following states: DE, KY, RI, VA, and WY. Programs are typically approved. **Attorneys must apply individually for approval of OnDemand programs in the following jurisdictions: FL, ID, and ND. Please contact your jurisdiction for more information.