



How To Get CLE Credit for OnDemand Conference Recordings



AILA uses the online system, *webCLE*, to track CLE credits for OnDemand recordings. Below are step-by-step instructions on how to report to AILA that you have listened to an OnDemand recording.

- **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.
- **Log on to *webCLE*!**
 - **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, AILA number, contact information, 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.
- **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*.
- **Attention Idaho attorneys!** Attorneys must apply individually for approval of OnDemand programs in these jurisdictions. Please contact your jurisdiction for more information.
- **Attention Puerto Rico attorneys!** In addition to recording credits in *webCLE*, Puerto Rico attorneys must return a completed Hoja de Evaluación to AILA to receive CLE credits. Copies of 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.
- The **OnDemand Recording format does not qualify for CLE credit** in the following jurisdictions: AR, IA, KS, MN, RI, 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.
- Please note that your jurisdiction may limit OnDemand credit based on the date of the original presentation. Please view the [OnDemand Downloadable and CD-Rom Expiration Chart](#) for more details.

Please feel free to contact us at cle@aila.org with your CLE questions.