



AMERICAN
IMMIGRATION
LAWYERS
ASSOCIATION

WEBCLE REPORTING INSTRUCTIONS

Index

Please select one of the following titles to assist you in navigating the *webCLE* platform.



Registering for or Logging into your Account



Entering CLE Codes



Viewing Certificates of Attendance



Frequently Asked Questions

Register for or Login to your Account



Already have an account?

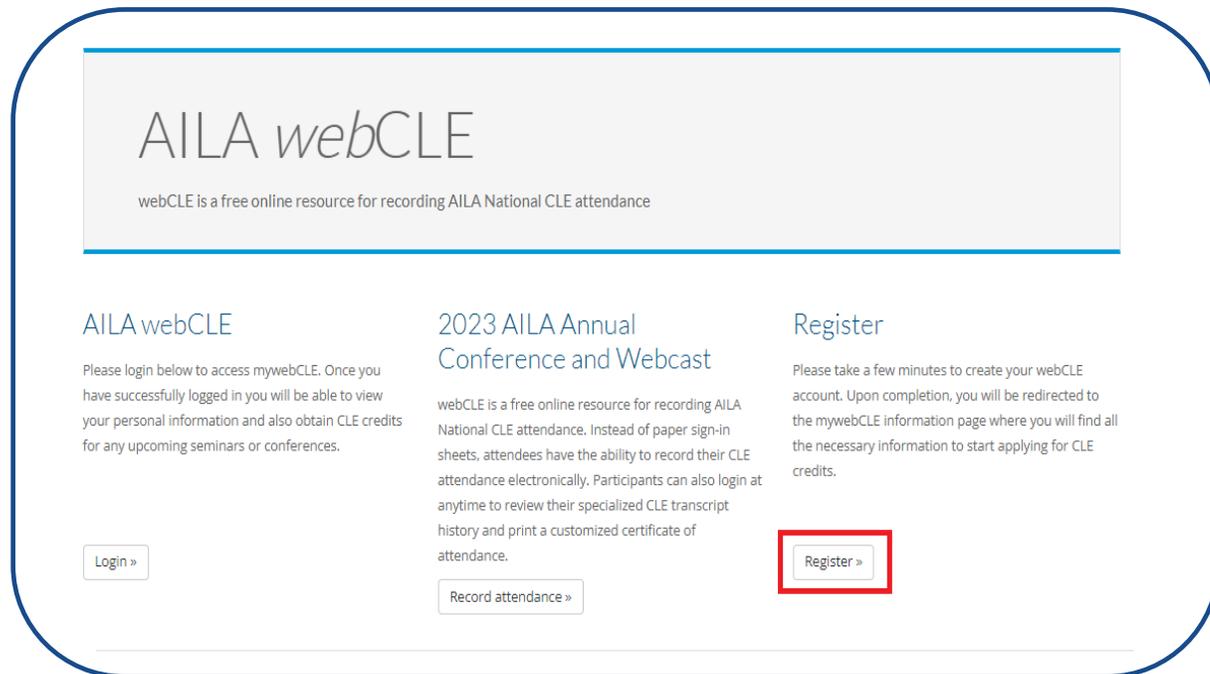
Skip ahead to the Login
Section ([click here](#))



Need to Register?

Visit [AILA webCLE](#) and follow
the steps on the proceeding
slides

Registering for a webCLE Account

A screenshot of the AILA webCLE website interface is shown within a rounded rectangular frame. At the top, the text 'AILA webCLE' is displayed in a large, light blue font, with a subtitle below it stating 'webCLE is a free online resource for recording AILA National CLE attendance'. Below this, there are three columns of content. The first column, titled 'AILA webCLE', contains a paragraph about logging in and a 'Login »' button. The second column, titled '2023 AILA Annual Conference and Webcast', contains a paragraph about recording attendance and a 'Record attendance »' button. The third column, titled 'Register', contains a paragraph about creating an account and a 'Register »' button, which is highlighted with a red rectangular border.

Registering for webCLE:

- **Select "Register"**
- **Enter Personal Information**
- **Select Member Status Y/N**
- **Enter State Bar Information**
- **Select "Register"**

Registering for a webCLE Account



Personal Information

First Name

Last Name

Email Address

Member Number

AILA Member Yes No

*If you are a nonmember, please email cle@aila.org for your nonmember number.
**Please contact cle@aila.org for your webCLE access code.

Three red arrows point to the input fields for First Name, Last Name, and Email Address, indicating where to enter personal information.

Registering for webCLE:

- Select "Register"
- **Enter Personal Information**
- Select Member Status Y/N
- Enter State Bar Information
- Select "Register"

Registering for a webCLE Account



Registering for webCLE:

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- **Enter Personal Information**
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- **Enter State Bar Information**
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Personal Information

First Name

Last Name

Email Address

Member Number

AILA Member Yes No

*If you are a nonmember, please email cle@aila.org for your nonmember number.
**Please contact cle@aila.org for your webCLE access code.

Two red arrows are overlaid on the form. One arrow points to the 'Member Number' input field, and the other points to the 'AILA Member' radio buttons.

***If you aren't a member, reach out to cle@aila.org and request your nonmember number.**

Registering for a webCLE Account



Registering for webCLE:

- **Select "Register"**
- **Enter Personal Information**
- **Select Member Status Y/N**
- **Enter State Bar Information**
- **Select "Register"**

State Bar Information

You can select up to 4 different states. Only select a state once.

Bar Admission #1	<input type="text" value="Select State"/>	Bar Number	<input type="text"/>
Bar Admission #2	<input type="text" value="Select State"/>	Bar Number	<input type="text"/>
Bar Admission #3	<input type="text" value="Select State"/>	Bar Number	<input type="text"/>
Bar Admission #4	<input type="text" value="Select State"/>	Bar Number	<input type="text"/>

A screenshot of the 'State Bar Information' registration form. The form is titled 'State Bar Information' and includes a sub-header: 'You can select up to 4 different states. Only select a state once.' Below this, there are four rows, each representing a different state bar admission. Each row has a label 'Bar Admission #1' through '#4' on the left, a dropdown menu with 'Select State' and a downward arrow in the middle, and a label 'Bar Number' on the right with an empty text input field. Two red arrows point to the first dropdown menu and the first bar number input field. At the bottom of the form is a blue button labeled 'Register'.

***If you are not an attorney and do not have a Bar Number please enter your position (Student, Paralegal, etc.)**

Registering for a webCLE Account



State Bar Information

You can select up to 4 different states. Only select a state once.

Bar Admission #1

Bar Number

Bar Admission #2

Bar Number

Bar Admission #3

Bar Number

Bar Admission #4

Bar Number

Register

Registering for webCLE:

- **Select "Register"**
- **Enter Personal Information**
- **Select Member Status Y/N**
- **Enter State Bar Information**
- **Select "Register"**

Login to your webCLE Account



Logging in:

- **Select "Login"**
- **Enter Last Name**
- **Enter Member/Nonmember Number**
- **Select "Log in"**

A screenshot of the AILA webCLE website interface is shown within a rounded rectangular frame. At the top, the text 'AILA webCLE' is displayed in a large, light blue font, with a subtitle below it stating 'webCLE is a free online resource for recording AILA National CLE attendance'. Below this, there are three columns of content. The first column, titled 'AILA webCLE', contains a paragraph of text and a 'Login »' button highlighted with a red border. The second column, titled '2023 AILA Annual Conference and Webcast', contains a paragraph of text and a 'Record attendance »' button. The third column, titled 'Register', contains a paragraph of text and a 'Register »' button.

Login to your webCLE Account



Member Login.

Please login below to access mywebCLE. Once you have successfully logged in you will be able to view your personal information and also obtain CLE credits for any upcoming seminars or conferences.

Last Name

Member
Number

Log in

Please note that to record your CLE Credits you must first login. If you have not already signed up for an account please go to the [webCLE Sign-up page](#) and complete the short sign-up process.

Logging in:

- **Select "Login"**
- **Enter Last Name**
- **Enter Member/Nonmember Number**
- **Select "Log in"**

Login to your webCLE Account



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Please login below to access mywebCLE. Once you have successfully logged in you will be able to view your personal information and also obtain CLE credits for any upcoming seminars or conferences.

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Log in

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Member
Number

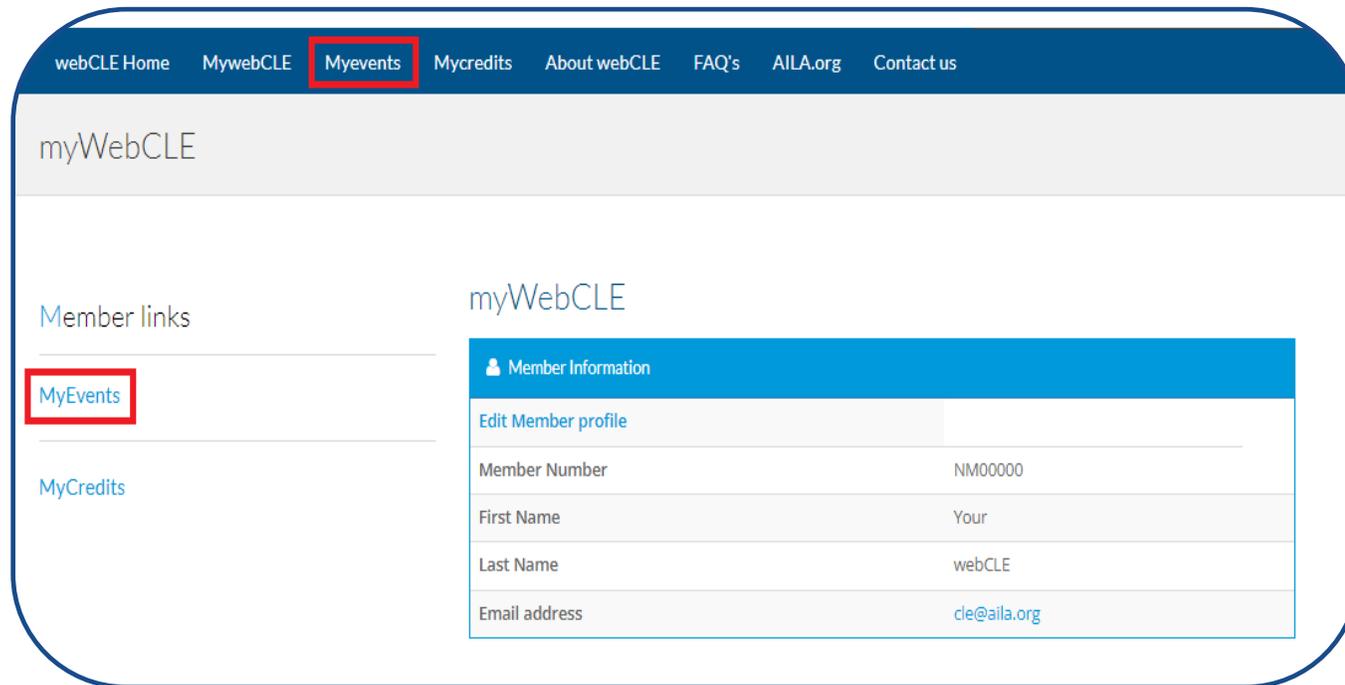
Log in

Please note that to record your CLE Credits you must first login. If you have not already signed up for an account please go to the [webCLE Sign-up page](#) and complete the short sign-up process.

Logging in:

- **Select "Login"**
- **Enter Last Name**
- **Enter Member/Nonmember Number**
- **Select "Log in"**

Entering CLE Codes



webCLE Home MywebCLE **Myevents** Mycredits About webCLE FAQ's AILA.org Contact us

myWebCLE

Member links

MyEvents

MyCredits

myWebCLE

Member Information

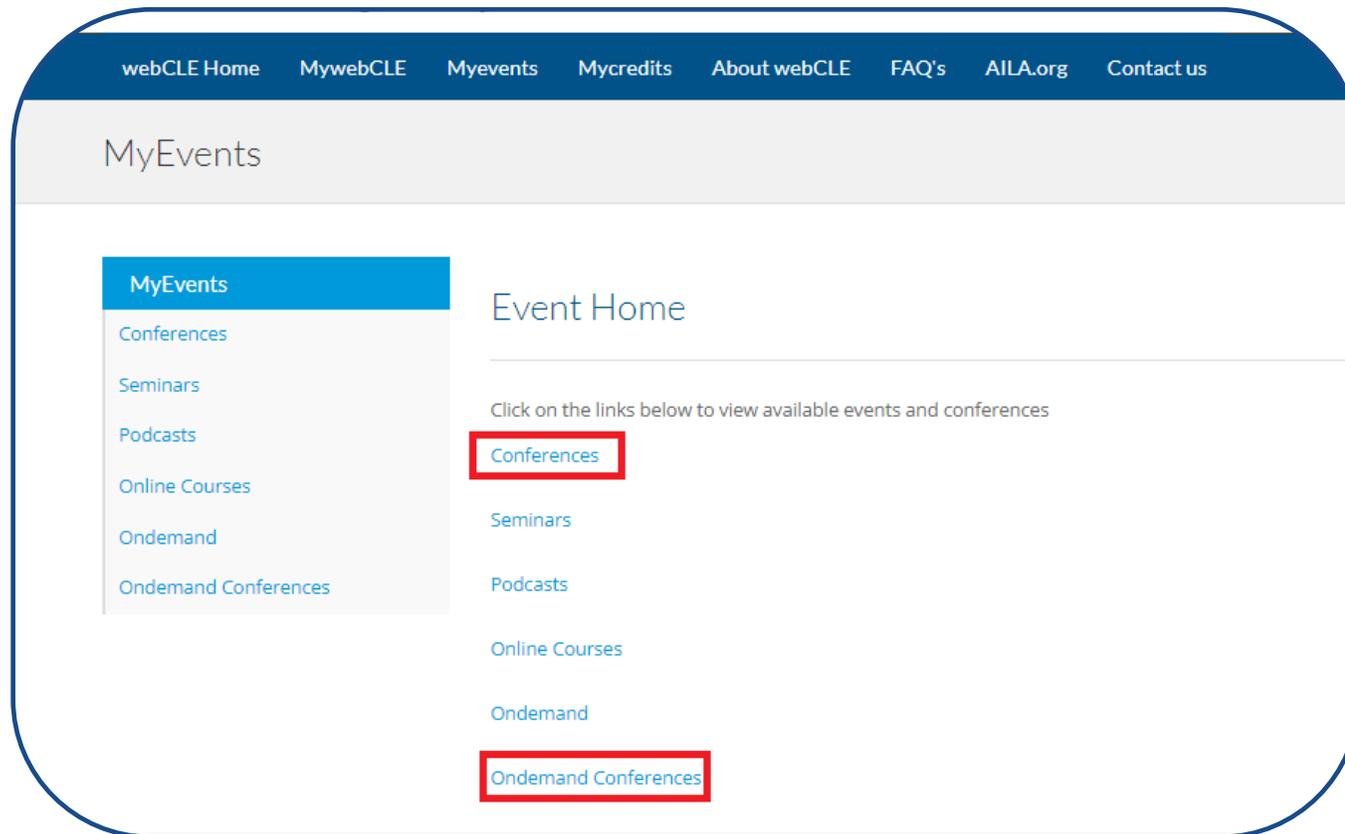
Edit Member profile

Member Number	NM00000
First Name	Your
Last Name	webCLE
Email address	cle@aila.org

After Logging in:

- **Select "Myevents"**
- **Select Program Format**
- **Select Program Title**
- **Select Session Date**
- **Select Session Title**
- **Enter CLE code**
- **Select Submit**

Entering CLE Codes

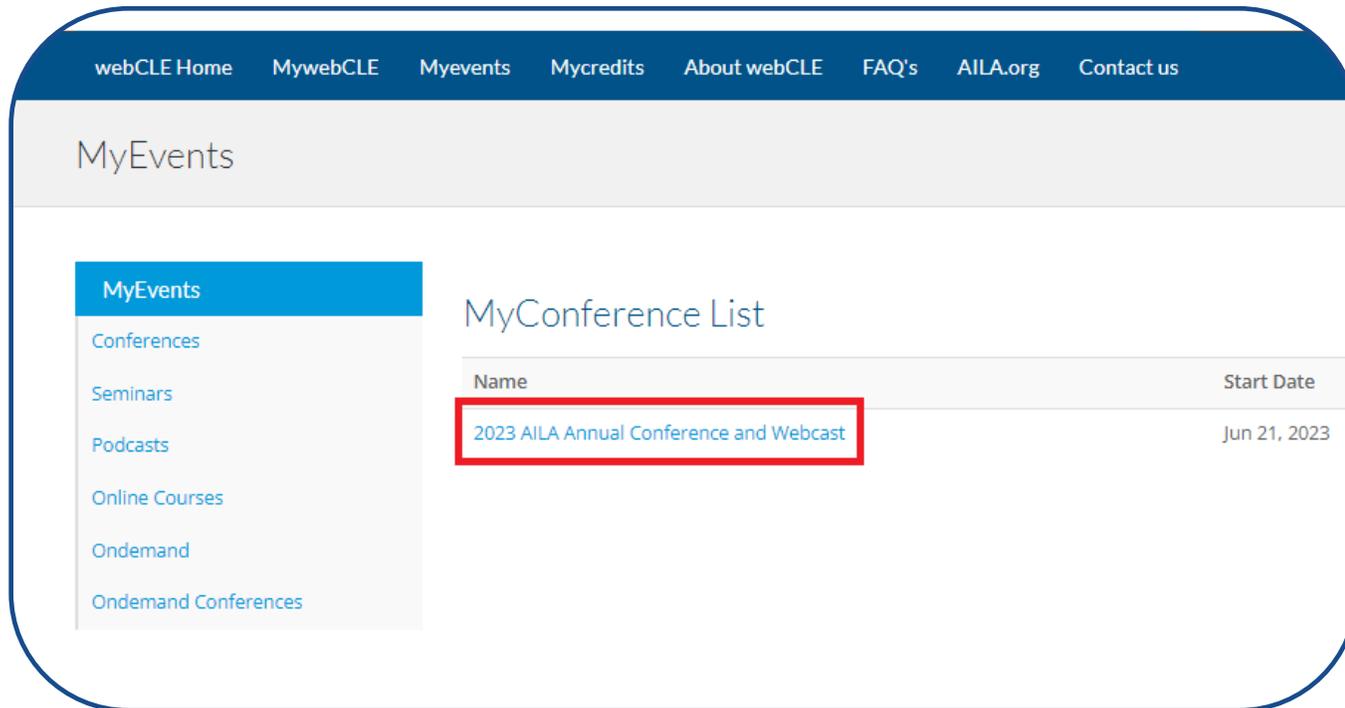


***Select Conferences for live in-person conferences, and select On Demand Conferences for On Demand Recordings**

After Logging in:

- **Select "Myevents"**
- **Select Program Format***
- **Select Program Title**
- **Select Session Date**
- **Select Session Title**
- **Enter CLE code**
- **Select Submit**

Entering CLE Codes



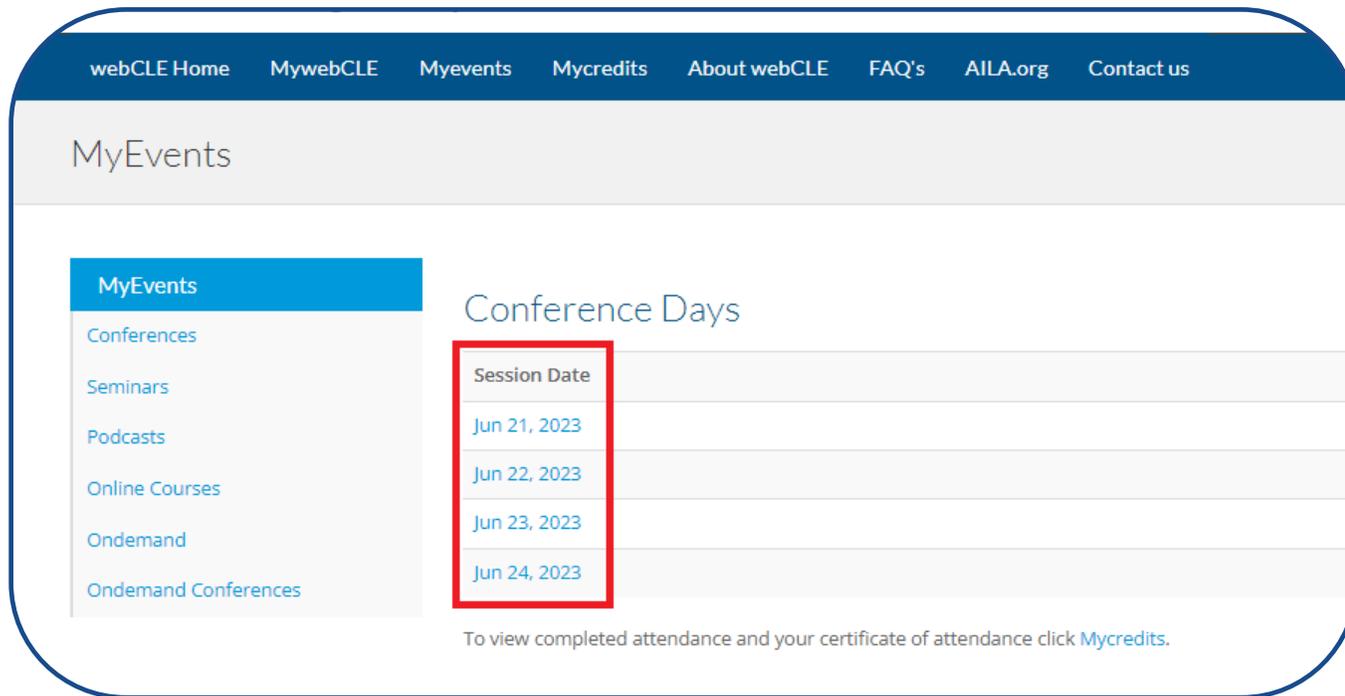
The screenshot shows the webCLE interface. At the top is a navigation bar with links: webCLE Home, MywebCLE, Myevents, Mycredits, About webCLE, FAQ's, AILA.org, and Contact us. Below this is a 'MyEvents' header. On the left is a sidebar menu with options: MyEvents (selected), Conferences, Seminars, Podcasts, Online Courses, Ondemand, and Ondemand Conferences. The main content area is titled 'MyConference List' and contains a table with two columns: 'Name' and 'Start Date'. A single row is visible with the name '2023 AILA Annual Conference and Webcast' (highlighted with a red box) and the start date 'Jun 21, 2023'.

Name	Start Date
2023 AILA Annual Conference and Webcast	Jun 21, 2023

After Logging in:

- Select "Myevents"
- Select Program Format
- **Select Program Title**
- Select Session Date
- Select Session Title
- Enter CLE code
- Select Submit

Entering CLE Codes



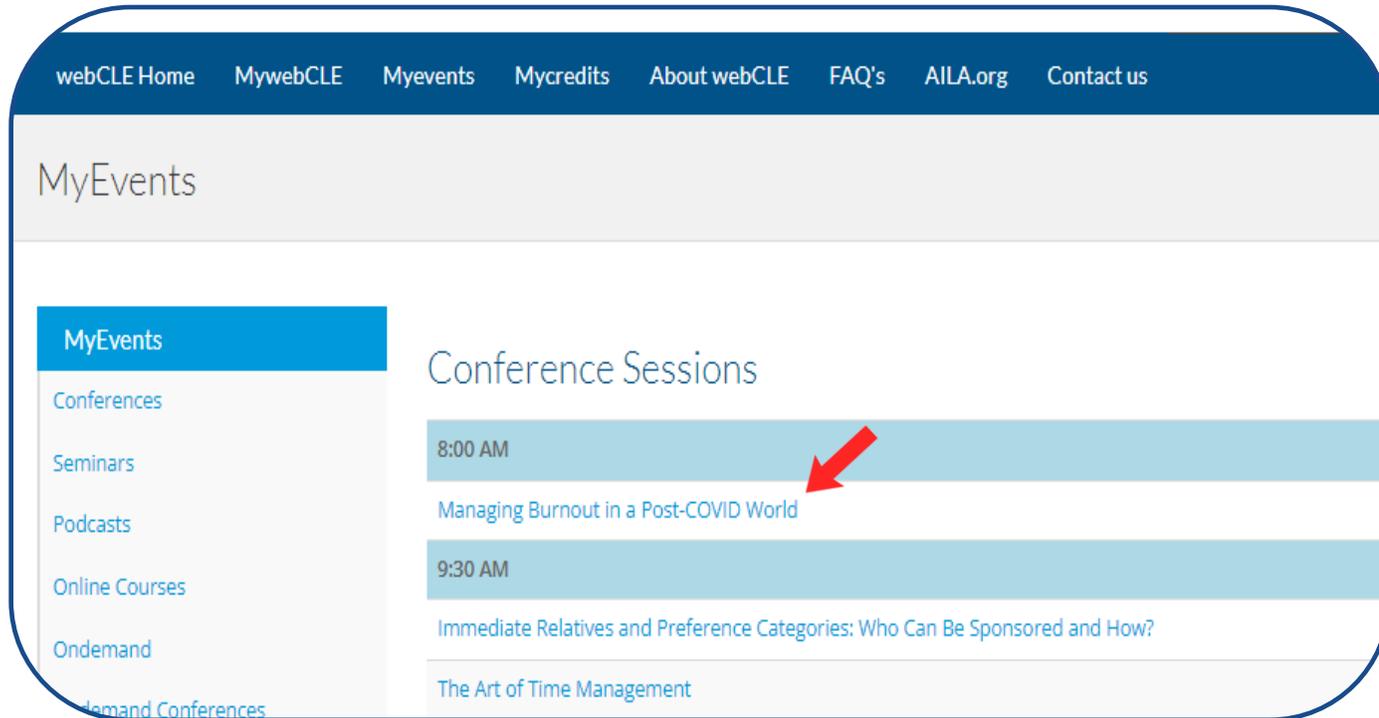
The screenshot shows the webCLE interface. At the top is a navigation bar with links: webCLE Home, MywebCLE, Myevents, Mycredits, About webCLE, FAQ's, AILA.org, and Contact us. Below this is a header for 'MyEvents'. On the left is a sidebar menu with options: MyEvents (highlighted), Conferences, Seminars, Podcasts, Online Courses, Ondemand, and Ondemand Conferences. The main content area is titled 'Conference Days' and contains a table with a 'Session Date' column. The dates listed are Jun 21, 2023, Jun 22, 2023, Jun 23, 2023, and Jun 24, 2023. The 'Session Date' header and the first four rows of the table are enclosed in a red rectangular box. At the bottom of the page, there is a note: 'To view completed attendance and your certificate of attendance click [Mycredits](#).'

Session Date
Jun 21, 2023
Jun 22, 2023
Jun 23, 2023
Jun 24, 2023

After Logging in:

- Select "Myevents"
- Select Program Format
- Select Program Title
- **Select Session Date**
- Select Session Title
- Enter CLE code
- Select Submit

Entering CLE Codes



webCLE Home MywebCLE Myevents Mycredits About webCLE FAQ's AILA.org Contact us

MyEvents

- MyEvents
- Conferences
- Seminars
- Podcasts
- Online Courses
- Ondemand
- Demand Conferences

Conference Sessions

8:00 AM	Managing Burnout in a Post-COVID World
9:30 AM	Immediate Relatives and Preference Categories: Who Can Be Sponsored and How?
	The Art of Time Management

After Logging in:

- **Select "Myevents"**
- **Select Program Format**
- **Select Program Title**
- **Select Session Date**
- **Select Session Title**
- **Enter CLE code**
- **Select Submit**

Entering CLE Codes

Managing Burnout in a Post-COVID World

Session Length: 60 minutes

Please indicate below if you attended the LIVE Session.

I certify that I attended the above Session

Please enter verification code in the space provided:

AttendanceCode

Submit

After Logging in:

- **Select "Myevents"**
- **Select Program Format**
- **Select Program Title**
- **Select Session Date**
- **Select Session Title**
- **Enter CLE code**
- **Select Submit**

Entering CLE Codes

Managing Burnout in a Post-COVID World

Session Length: 60 minutes

Please indicate below if you attended the LIVE Session.

I certify that I attended the above Session

Please enter verification code in the space provided:

AttendanceCode

Submit

After Logging in:

- **Select "Myevents"**
- **Select Program Format**
- **Select Program Title**
- **Select Session Date**
- **Select Session Title**
- **Enter CLE code**
- **Select Submit**

Viewing your Certificate of Attendance

A screenshot of the myWebCLE website interface. The top navigation bar is dark blue with white text for 'webCLE Home', 'MywebCLE', 'Myevents', 'Mycredits' (highlighted with a red box), 'About webCLE', 'FAQ's', 'AILA.org', and 'Contact us'. Below the navigation bar is a light gray header with 'myWebCLE'. The main content area is white and contains a 'Member links' section with 'MyEvents' and 'MyCredits' (highlighted with a red box). To the right is a 'myWebCLE' member information panel with a blue header and a table of details.

Member Information	
Edit Member profile	
Member Number	NM00000
First Name	Your
Last Name	webCLE
Email address	cle@aila.org

After Logging in:

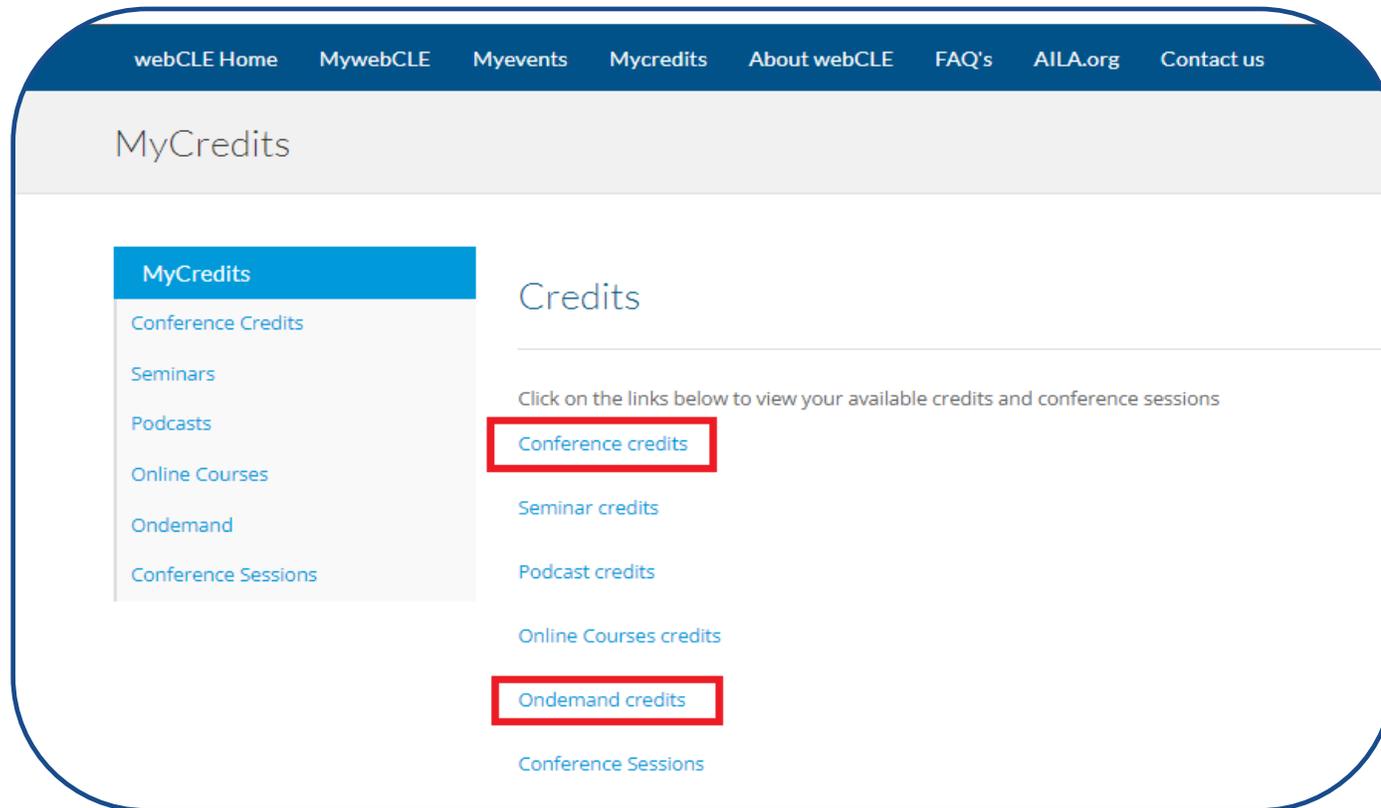
- **Select "Mycredits"**
- **Select Program Format**
- **Locate Program Title**
- **Select "Download"**

Viewing your Certificate of Attendance



After Logging in:

- Select "Mycredits"
- **Select Program Format***
- **Locate Program Title**
- **Select "Download"**



***Please note, Conference credits will appear as one certificate for an entire program. Ondemand credits will generate multiple certificates, one for each session.**

Viewing your Certificate of Attendance



After Logging in:

- Select "Mycredits"
- Select Program Format
- **Locate Program Title**
- Select "Download"

The screenshot shows the 'MyCredits' page on the webCLE website. The navigation bar at the top includes links for 'webCLE Home', 'MywebCLE', 'Myevents', 'Mycredits', 'About webCLE', 'FAQ's', 'AILA.org', and 'Contact us'. The main content area is titled 'MyCredits' and contains a sidebar with a 'MyCredits' menu and a table of 'Conference Credits'. The table has columns for 'Conference Name', 'State', 'Total', 'Ethics', 'Professionalism', 'LPM', 'SubstanceAbuse', 'Bias', 'Skills', and 'Certificate'. Two rows are visible: the first row is for '2022 AILA Annual Conference and Webcast on Immigration Law' (highlighted with a red box) and the second row is for '2022 AILA H-1B Conference & Webcast'. Both rows have a 'Download' link in the 'Certificate' column.

Conference Name	State	Total	Ethics	Professionalism	LPM	SubstanceAbuse	Bias	Skills	Certificate
2022 AILA Annual Conference and Webcast on Immigration Law	NJ	4.80	3.60	0.00	0.00	0.00	1.20	0.00	Download
2022 AILA H-1B Conference & Webcast	NJ	1.60	1.60	0.00	0.00	0.00	0.00	0.00	Download

Viewing your Certificate of Attendance



After Logging in:

- **Select “Mycredits”**
- **Select Program Format**
- **Locate Program Title**
- **Select “Download”**

The screenshot shows the 'MyCredits' page on the webCLE website. The navigation bar at the top includes links for 'webCLE Home', 'MywebCLE', 'Myevents', 'Mycredits', 'About webCLE', 'FAQ's', 'AILA.org', and 'Contact us'. The main heading is 'MyCredits'. On the left, a sidebar menu lists 'MyCredits', 'Conference Credits', 'Seminars', 'Podcasts', 'Online Courses', 'Ondemand', and 'Conference Sessions'. The main content area is titled 'Conference Credits' and contains a table with the following data:

Conference Name	State	Total	Ethics	Professionalism	LPM	SubstanceAbuse	Bias	Skills	Certificate
2022 AILA Annual Conference and Webcast on Immigration Law	NJ	4.80	3.60	0.00	0.00	0.00	1.20	0.00	Download
2022 AILA H-1B Conference & Webcast	NJ	1.60	1.60	0.00	0.00	0.00	0.00	0.00	Download

The 'Download' link in the first row is highlighted with a red rectangular box.

Frequently Asked Questions

- **The webCLE site is not loading or very slow. Is it down?**
 - No, webCLE site can experience lag if there is high traffic. Please try back later, or during periods with less traffic.
- **I am a Non-member and webCLE is asking for a Member Number?**
 - Please reach out to CLE@aila.org so we can provide you with your nonmember number.
- **I didn't catch the CLE for a live session and I need to report it, what do I do?**
 - Please enter 1111 for any CLE codes you missed and let us know at CLE@aila.org so we can correct it for you on our end.
- **What is the deadline to report CLE codes to my webCLE account from the LIVE sessions I attended?**
 - June 29, 2023 is deadline to report CLE codes to your webCLE account from the Live sessions.

Frequently Asked Questions



- **What is the deadline to report CLE codes to my webCLE account from the On Demand Recordings I listed to?**
 - Most states allow a year from the conference end date to listen to and report recordings of live sessions. Check your state website for most up to date On Demand deadlines. Many states allow report of On Demand sessions only once for each event so please report attendance to your webCLE account once you have viewed all your selected On Demand sessions and report all CLE codes in one sitting.
- **How do I know what LIVE sessions were approved in the state I am licensed in? Which qualify for specialized credits?**
 - State specific CLE approval sheets can be found [here](#). State sheets continue to be updated as approvals from states are received.
- **How can I access the recordings of the Annual Conference?**
 - The recordings can be accessed through the Eshow Virtual Platform for 14 days after the conclusion of the conference. Within that time all recordings will be uploaded to your digital library through your agora account.