



AMERICAN
IMMIGRATION
LAWYERS
ASSOCIATION

MY CLE REPORTING INSTRUCTIONS

Index

Please select one of the following titles to assist you in navigating the My CLE platform.



Logging into your Account



Entering CLE Codes



Viewing Certificates of Attendance



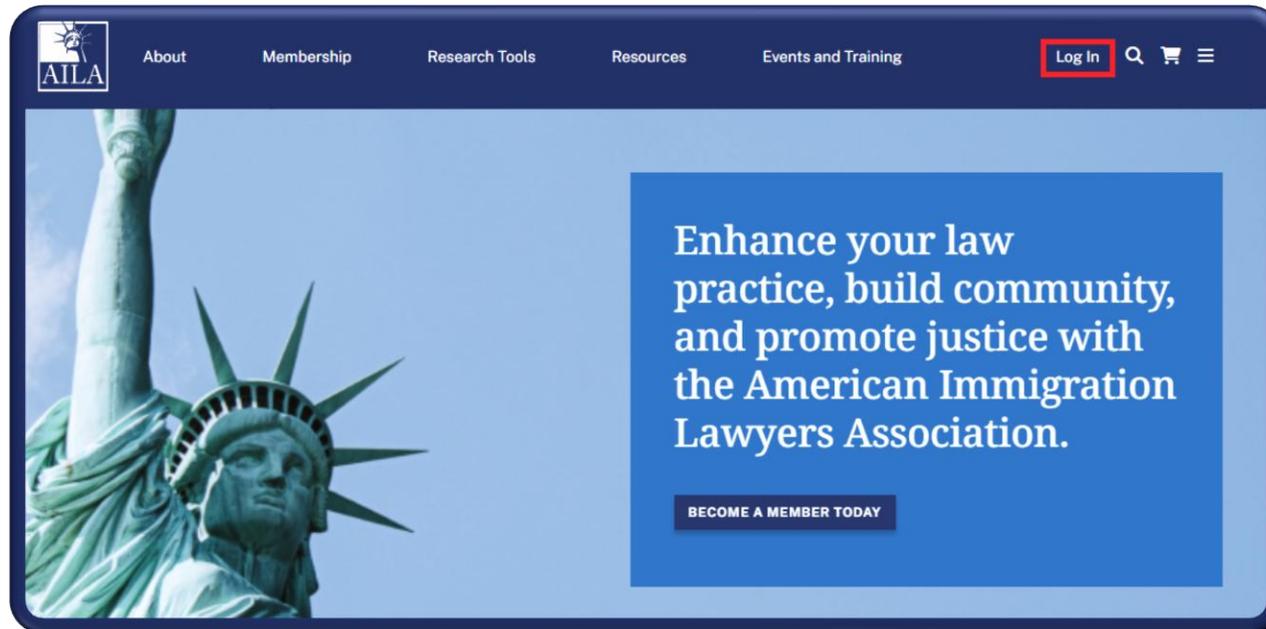
Frequently Asked Questions & Updating Bar Information

Login to your My CLE Account



Not sure where to login?
Login to your AILA Account
([click here!](#))

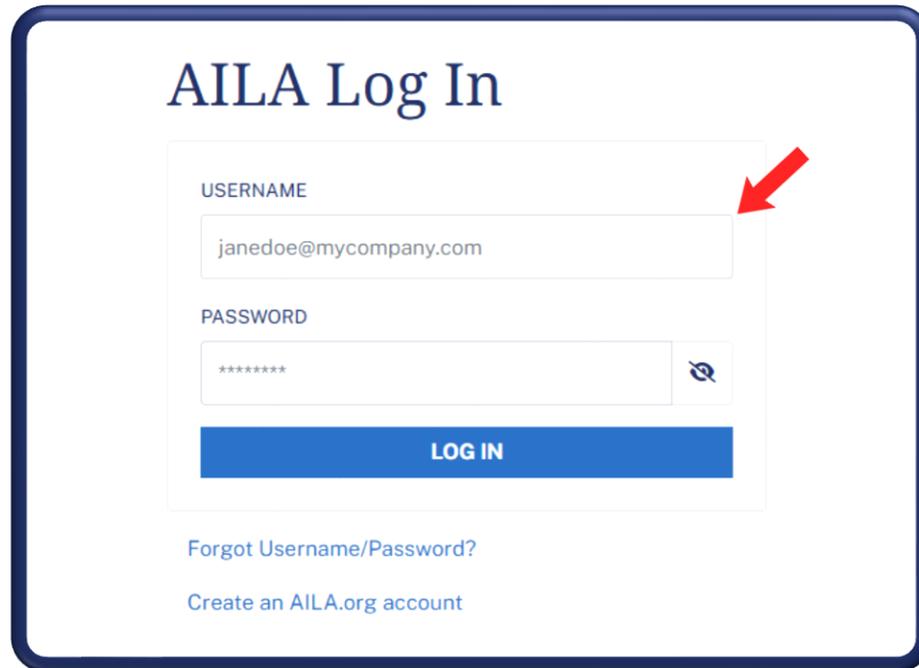
Login to your My CLE Account



Logging in:

- **Select "Login"**
- **Enter Username**
- **Enter Password**
- **Select "Log in"**
- **Select "Hello, *Your Name*"**

Login to your My CLE Account



AILA Log In

USERNAME

janedoe@mycompany.com

PASSWORD

LOG IN

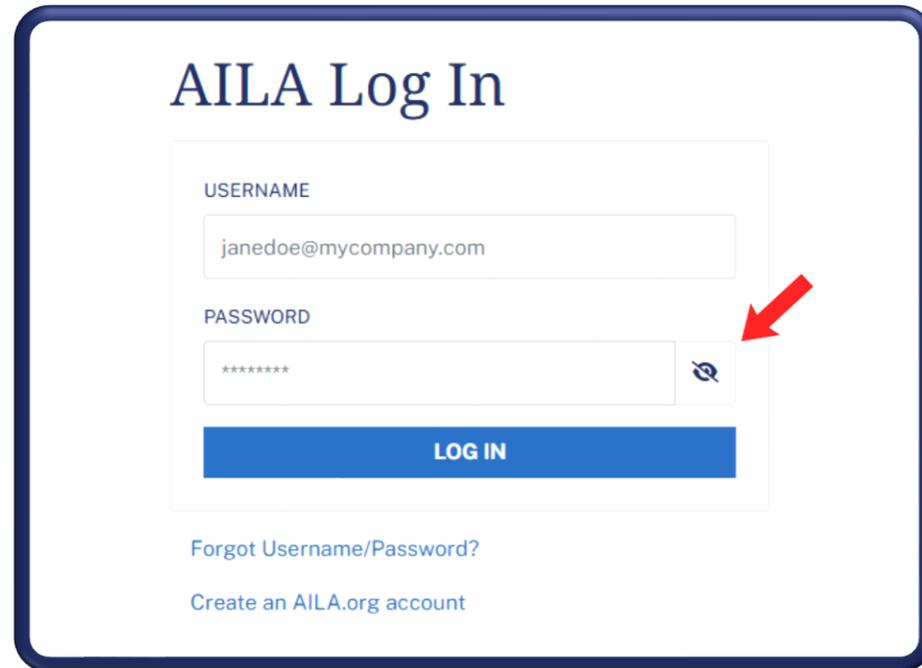
[Forgot Username/Password?](#)

[Create an AILA.org account](#)

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LOG IN

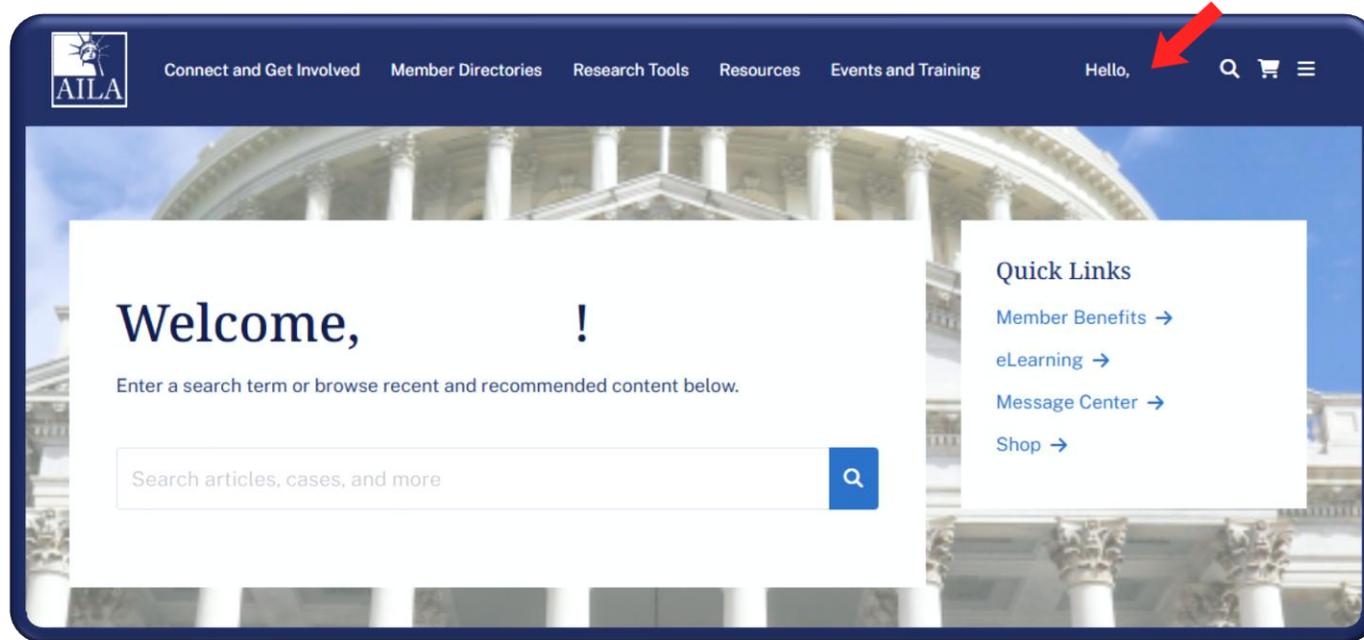
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- **Enter Password**
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- **Select "Hello, *Your Name*"**

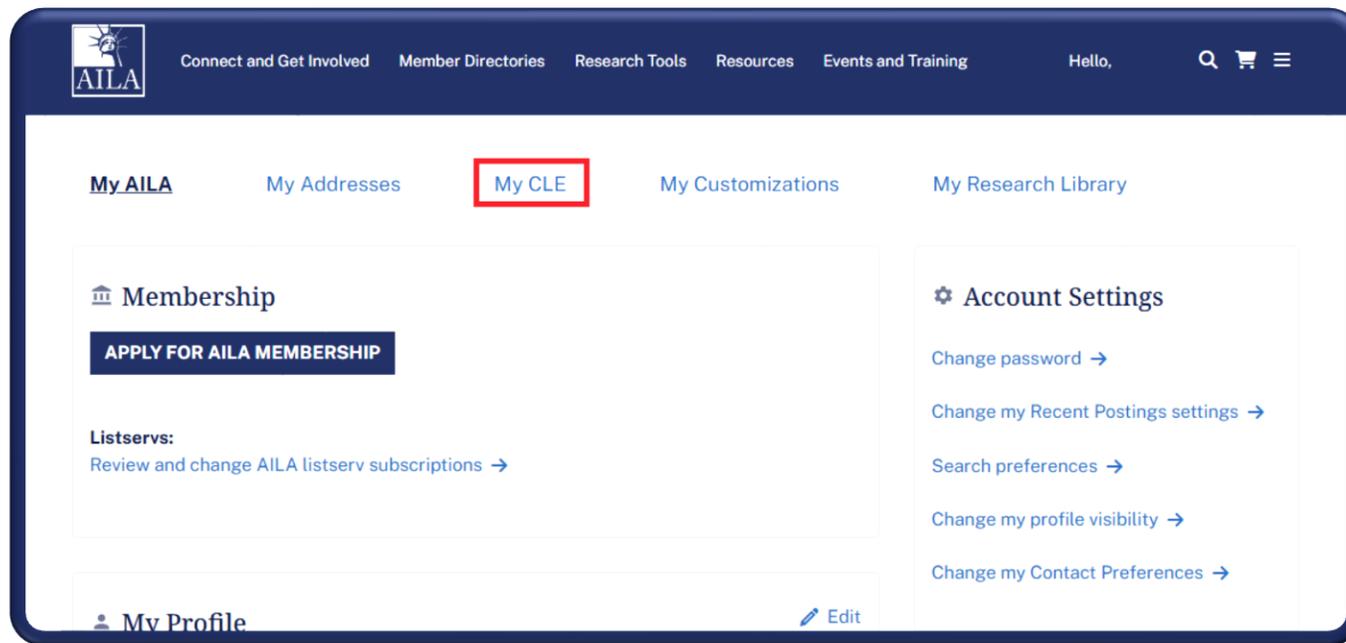
Login to your My CLE Account



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- **Select "Login"**
- **Enter Username**
- **Enter Password**
- **Select "Log in"**
- **Select "Hello, Your Name"**

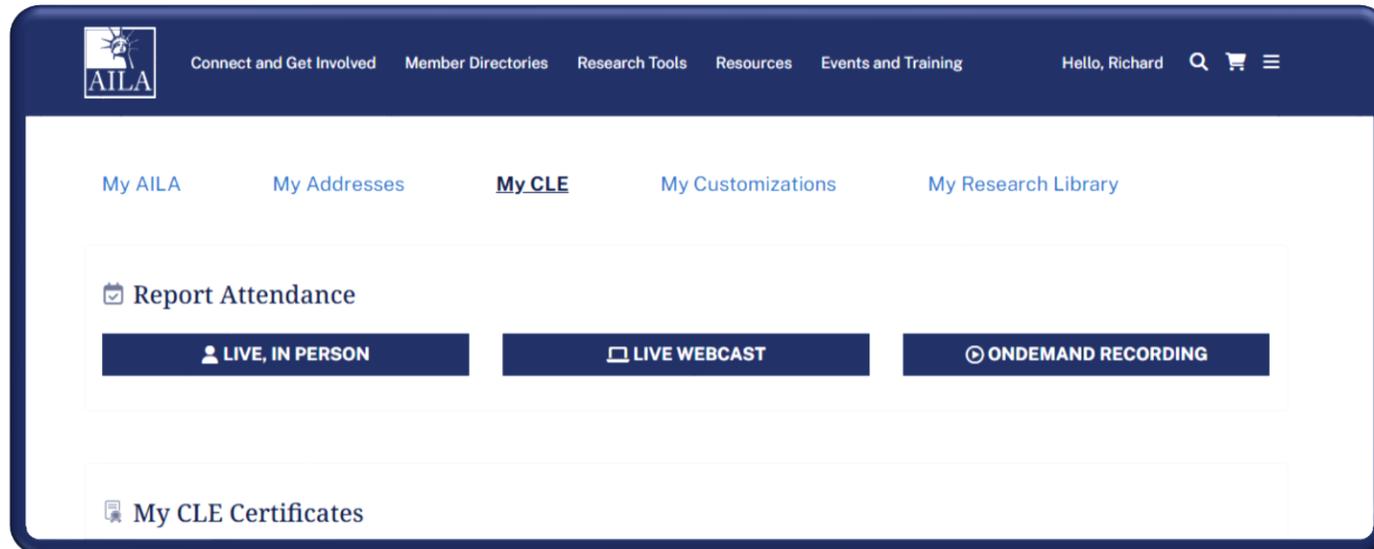
Entering CLE Codes



After Logging in:

- **Select "My CLE"**
- **Select Program Format**
- **Select Program**
- **Select "Record Session Attendance"**
- **Enter CLE code and Certify**
- **Select "Record Attendance"**

Entering CLE Codes



- *Select "Live, In Person" for physically attended events
- *Select "Live Webcast" for virtually attended events
- *Select "On Demand Recording" for recorded events

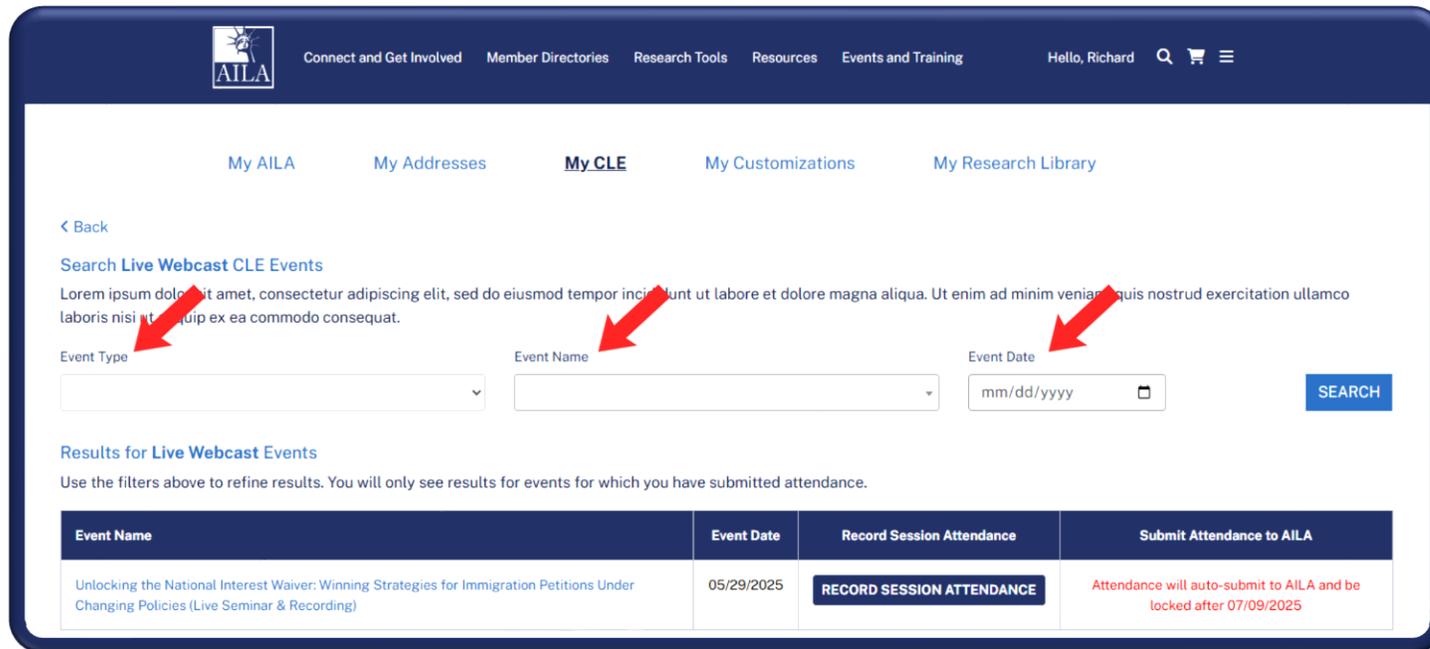
After Logging in:

- Select "My CLE"
- **Select Program Format**
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Entering CLE Codes

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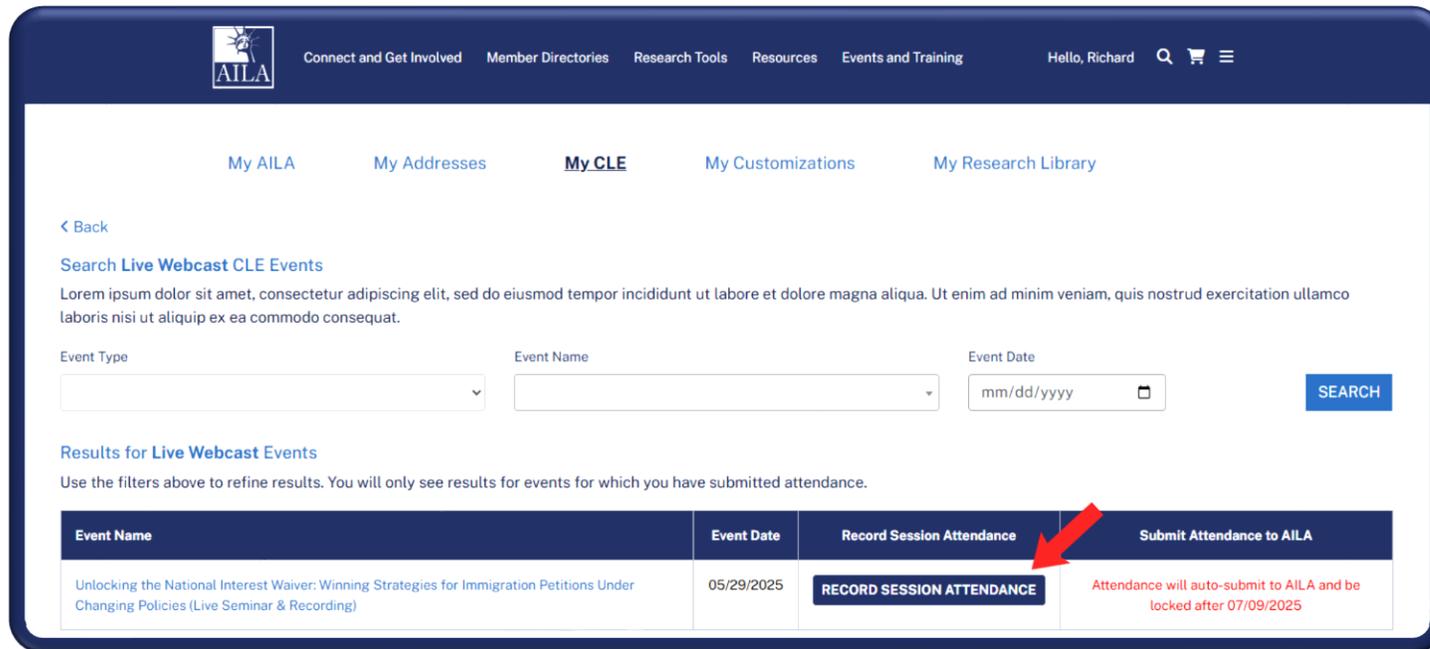
The screenshot shows the AILA user interface for managing CLE events. At the top, there is a navigation bar with the AILA logo and links for 'Connect and Get Involved', 'Member Directories', 'Research Tools', 'Resources', and 'Events and Training'. Below this, a secondary navigation bar includes 'My AILA', 'My Addresses', 'My CLE' (which is highlighted), 'My Customizations', and 'My Research Library'. The main content area is titled 'Search Live Webcast CLE Events' and contains a search form with three fields: 'Event Type' (a dropdown menu), 'Event Name' (a text input field), and 'Event Date' (a date picker). A 'SEARCH' button is located to the right of these fields. Below the search form, there is a section for 'Results for Live Webcast Events' with a note: 'Use the filters above to refine results. You will only see results for events for which you have submitted attendance.' A table displays the search results with the following columns: 'Event Name', 'Event Date', 'Record Session Attendance', and 'Submit Attendance to AILA'. The table contains one row of data.

Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)	05/29/2025	RECORD SESSION ATTENDANCE	Attendance will auto-submit to AILA and be locked after 07/09/2025

Entering CLE Codes

After Logging in:

- Select “My CLE”
- Select Program Format
- Search Program
- **Select “Record Session Attendance”**
- Enter CLE code and Certify
- Select “Record Attendance”



The screenshot shows the AILA user interface. At the top, there is a navigation bar with the AILA logo and links for 'Connect and Get Involved', 'Member Directories', 'Research Tools', 'Resources', and 'Events and Training'. Below this, a user profile 'Hello, Richard' is visible. The main content area has tabs for 'My AILA', 'My Addresses', 'My CLE', 'My Customizations', and 'My Research Library'. The 'My CLE' tab is active, showing a search section for 'Live Webcast CLE Events'. Below the search filters, there is a table of results. The first row in the table has a red arrow pointing to the 'RECORD SESSION ATTENDANCE' button.

Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)	05/29/2025	RECORD SESSION ATTENDANCE	Attendance will auto-submit to AILA and be locked after 07/09/2025

Entering CLE Codes

Confirm Webcast Attendance for Session

For this session, you will receive the following credit hours in your barred states.

Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies

Florida	General	2 credits
Virginia	General	1.5 credits

Please enter verification code in the space provided: *

Please indicate below if you attended the LIVE session

I certify that I attended the above session

After Logging in:

- **Select “My CLE”**
- **Select Program Format**
- **Select “Record Session Attendance”**
- **Enter CLE code and Certify**
- **Select “Record Attendance”**

Entering CLE Codes

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- **Enter CLE code and Certify**
- **Select “Record Attendance”**

Viewing your Certificate of Attendance



My CLE Certificates

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Format: State: Year:

Event Name:

Use the filters above to refine results. You will only see results for events for which you have submitted attendance.

Asylum Claims Based Upon a "Pattern or Practice" of Persecution and Disfavored Groups State: Florida Type: OnDemand	<input type="button" value="DOWNLOAD EVENT CLE CERTIFICATE"/>
Asylum Claims Based Upon a "Pattern or Practice" of Persecution and Disfavored Groups State: Virginia Type: OnDemand	<input type="button" value="DOWNLOAD EVENT CLE CERTIFICATE"/>

After Logging in:

- **Scroll Down to "My CLE Certificates"**
- **Search Program**
- **Locate Program Title and State Bar Information**
- **Select "Download CLE Certificate"**

Viewing your Certificate of Attendance



My CLE Certificates

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Format: All | State: All | Year: 2025

Event Name: [SEARCH](#)

Use the filters above to refine results. You will only see results for events for which you have submitted attendance.

Asylum Claims Based Upon a "Pattern or Practice" of Persecution and Disfavored Groups State: Florida Type: OnDemand	DOWNLOAD EVENT CLE CERTIFICATE
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Viewing your Certificate of Attendance

My CLE Certificates

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Format: State: Year:

Event Name:

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Viewing your Certificate of Attendance



My CLE Certificates

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Format: All | State: All | Year: 2025

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After Logging in:

- **Scroll Down to "My CLE Certificates"**
- **Search Program**
- **Locate Program Title and State Bar Information**
- **Select "Download CLE Certificate"**

Frequently Asked Questions

- **I need to update my bar information; how can I do that?**
 - Scroll below for steps on how to ensure your bar information is correct and up-to-date. Please note this information will be used for AILA to report CLE credit totals to states for attorney compliance periods. AILA will be unable to report CLE credits for any attendee with incomplete or incorrect information. Also, if you have multiple bar membership, you must add additional State and Bar number information.
- **What is the deadline to report CLE codes to My CLE account from the LIVE sessions I attended?**
 - The live reporting period for any live program is 7 days proceeding the conclusion of an AILA National CLE program.
- **What is the deadline to report CLE codes to My CLE account from the On Demand Recordings I listen to?**
 - 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 can I access the recordings of programs I have purchased?**
 - The recordings of any CLE eligible can be accessed through your digital library through the account menu of your AILA account after purchase.
- **FAQ above not have the answer you're looking for?**
 - [Our help center is here to help!](#)

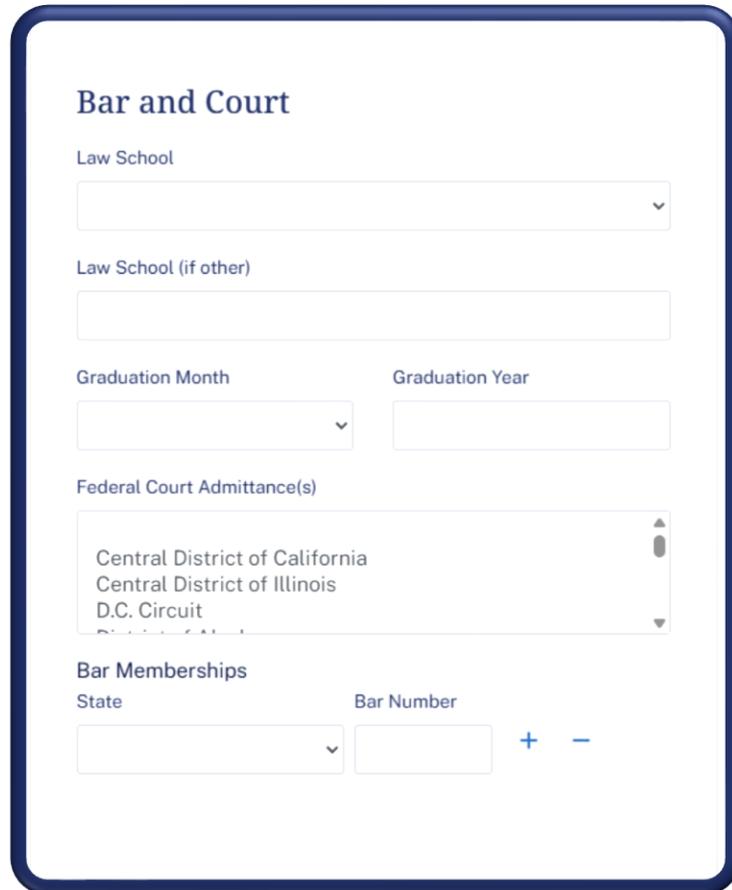
Updating your AILA Account Bar Info

A screenshot of the AILA user profile page. The page is titled 'My Profile' and includes an 'Edit' button in the top right corner, which is highlighted with a red box. The profile information for 'American Immigration Lawyers Association' is displayed, including a phone number, email, website, social media links, law school, bar admissions, and federal court admittance sections. The entire screenshot is enclosed in a dark blue rounded rectangular border.

After Logging in:

- **Select "Edit" in My Profile**
- **Scroll down to Bar and Court**
- **Locate Bar Memberships**
- **Enter State**
- **Enter Bar Number**
- **Select the "+"**
- **Select Save**

Updating your AILA Account Bar Info

A screenshot of the 'Bar and Court' section of an AILA account profile. The form is enclosed in a dark blue rounded rectangle. It contains several input fields: a dropdown for 'Law School', a text field for 'Law School (if other)', dropdowns for 'Graduation Month' and 'Graduation Year', a list box for 'Federal Court Admittance(s)' with options like 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit', and a 'Bar Memberships' section with a 'State' dropdown, a 'Bar Number' text field, and '+' and '-' buttons for adding or removing entries.

Bar and Court

Law School

Law School (if other)

Graduation Month

Graduation Year

Federal Court Admittance(s)

Bar Memberships

State

Bar Number

After Logging in:

- Select "Edit" in My Profile
- **Scroll down to Bar and Court**
- Locate Bar Memberships
- Enter State
- Enter Bar Number
- Select the "+"
- Select Save

Updating your AILA Account Bar Info



The screenshot shows the 'Bar and Court' section of the AILA account. It includes the following fields:

- Law School:** A dropdown menu.
- Law School (if other):** A text input field.
- Graduation Month:** A dropdown menu.
- Graduation Year:** A text input field.
- Federal Court Admittance(s):** A dropdown menu with a scroll bar. The visible options are 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. A red arrow points to this dropdown.
- Bar Memberships:** A section with a 'State' dropdown menu and a 'Bar Number' text input field. To the right of the 'Bar Number' field are '+' and '-' buttons.

After Logging in:

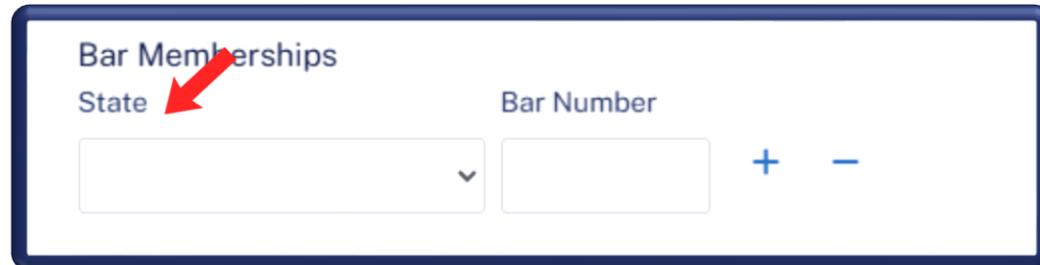
- **Select "Edit" in My Profile**
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Updating your AILA Account Bar Info



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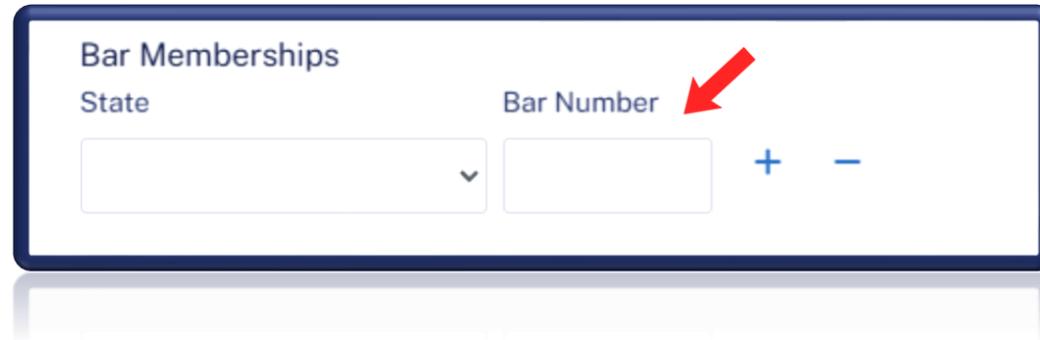
A screenshot of a web form titled "Bar Memberships" is shown. The form has a dark blue border and a reflection below it. It contains two input fields: a dropdown menu labeled "State" and a text input field labeled "Bar Number". A red arrow points to the "State" dropdown. To the right of the "Bar Number" field are plus and minus signs. The form is currently empty.

Updating your AILA Account Bar Info



After Logging in:

- Select “Edit” in My Profile
- Scroll down to Bar and Court
- Locate Bar Memberships
- Enter State
- **Enter Bar Number**
- Select the “+”
- Select Save

A screenshot of a web form titled 'Bar Memberships'. The form contains two input fields: a dropdown menu labeled 'State' and a text input field labeled 'Bar Number'. A red arrow points to the 'Bar Number' field. To the right of the 'Bar Number' field are two buttons, a plus sign (+) and a minus sign (-). The entire form is enclosed in a dark blue border and has a reflection effect below it.

Updating your AILA Account Bar Info



After Logging in:

- Select "Edit" in My Profile
- Scroll down to Bar and Court
- Locate Bar Memberships
- Enter State
- Enter Bar Number
- **Select the "+"**
- Select Save

A screenshot of the AILA account interface is shown within a dark blue rounded rectangle. The section is titled 'Bar Memberships'. Below the title, there are two input fields: 'State' (a dropdown menu) and 'Bar Number' (a text box). To the right of these fields are two small blue buttons, a '+' and a '-'. A red arrow points to the '+' button. The entire interface is reflected below it.

Updating your AILA Account Bar Info



After Logging in:

- **Select “Edit” in My Profile**
- **Scroll down to Bar and Court**
- **Locate Bar Memberships**
- **Enter State**
- **Enter Bar Number**
- **Select the “+”**
- **Select Save**

A screenshot of the 'Bar and Court' section of an AILA account profile. The form includes several input fields: 'Law School' (a dropdown menu), 'Law School (if other)' (a text input), 'Graduation Month' (a dropdown menu), and 'Graduation Year' (a text input). Below these is a 'Federal Court Admittance(s)' section with a scrollable list containing 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. At the bottom of the form is a 'Bar Memberships' section with a 'State' dropdown menu, a 'Bar Number' input field, and a '+' button. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box.