



AMERICAN  
IMMIGRATION  
LAWYERS  
ASSOCIATION

# MY CLE REPORTING INSTRUCTIONS

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# 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



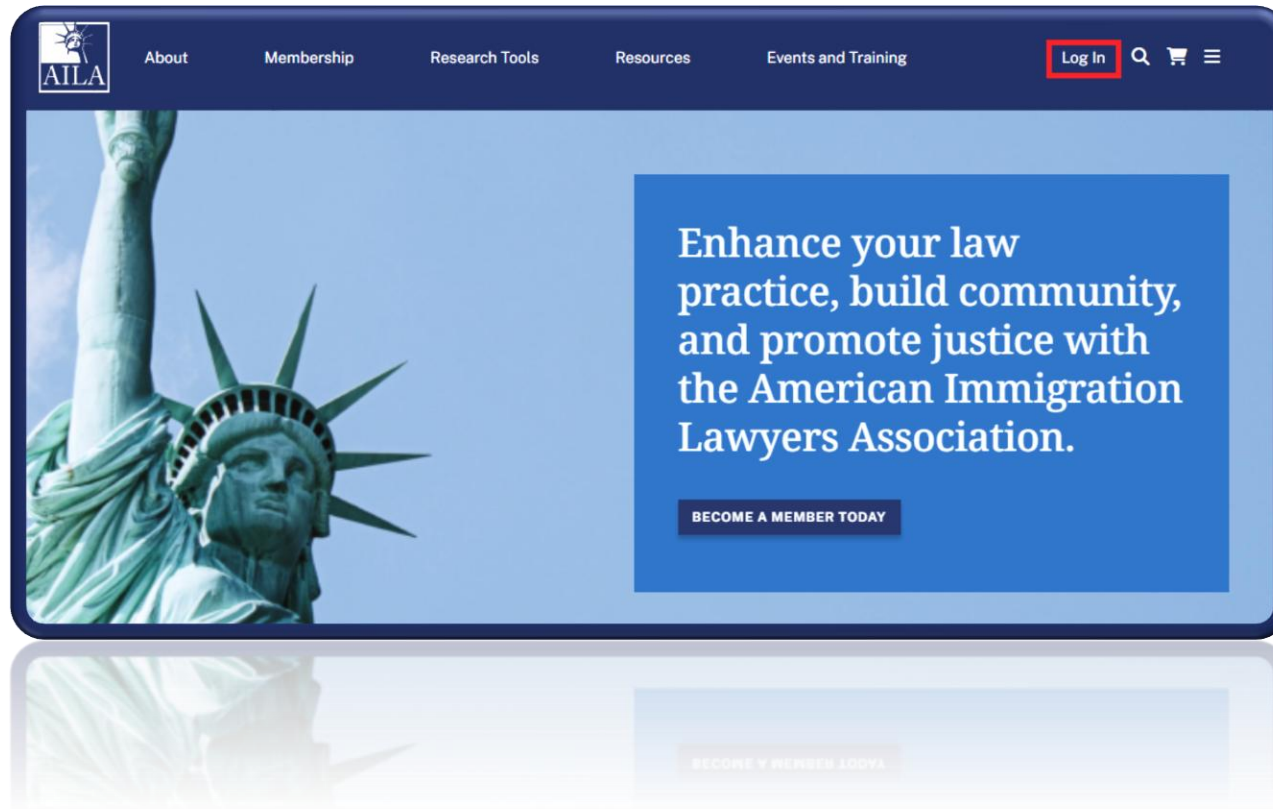
**Not sure where to login?**  
Login to your AILA Account  
([click here!](#))

# Login to your My CLE Account

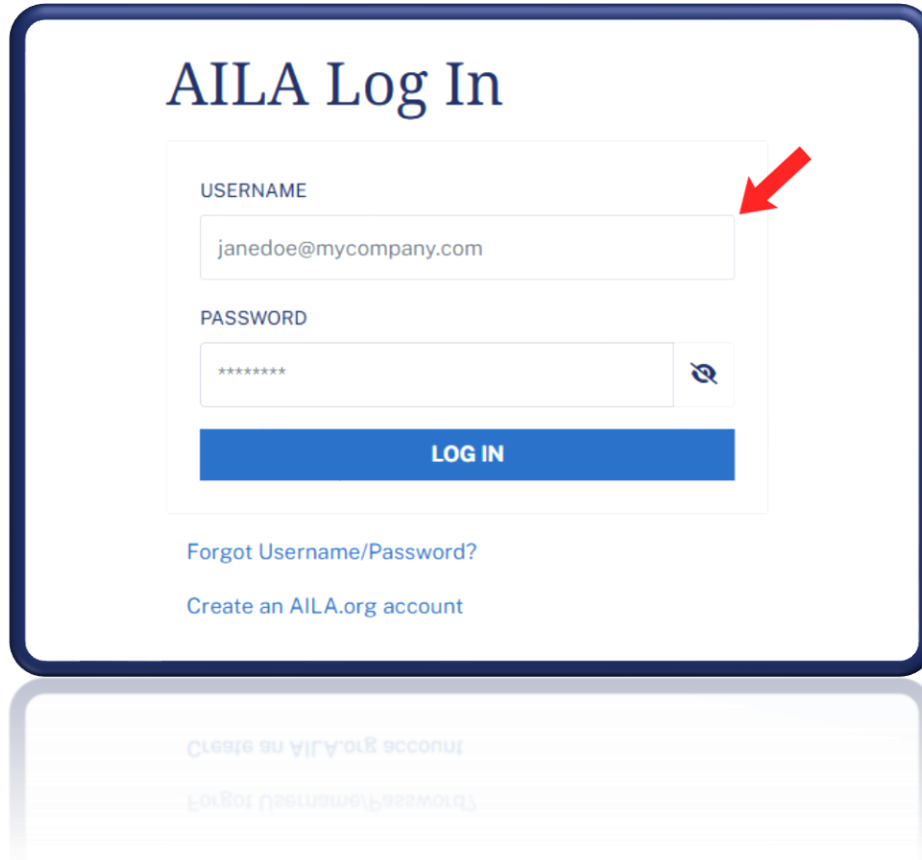


## Logging in:

- **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

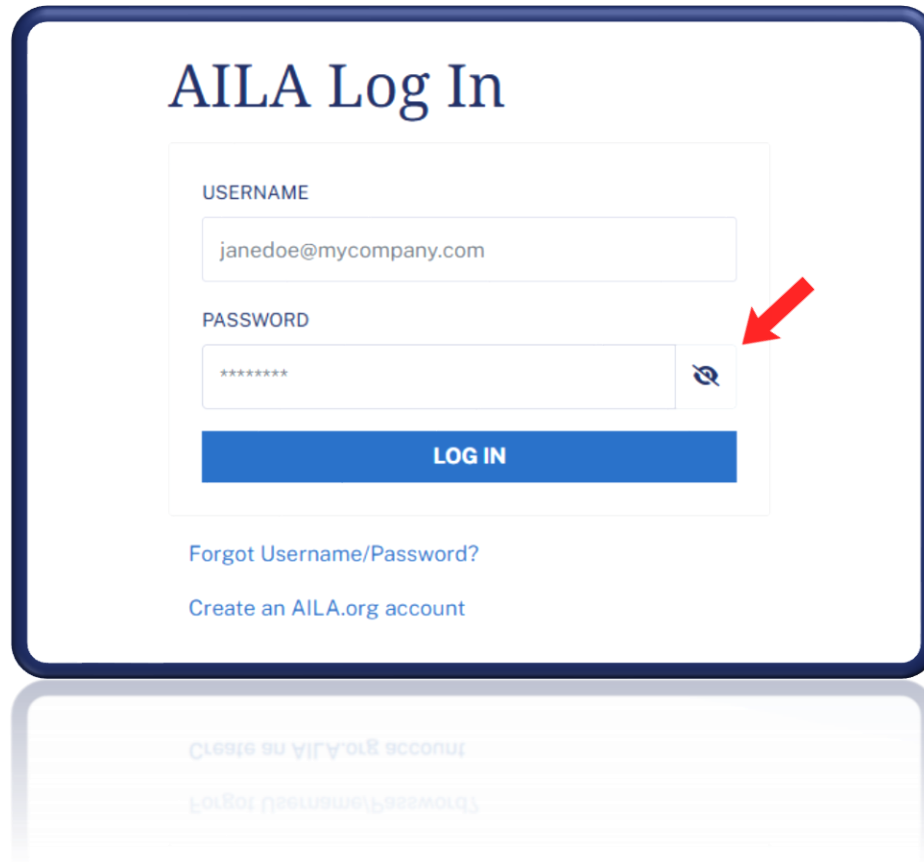
[Forgot Username/Password?](#)

[Create an AILA.org account](#)

## Logging in:

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

# Login to your My CLE Account



AILA Log In

USERNAME  
janedoe@mycompany.com

PASSWORD  
\*\*\*\*\*

LOG IN

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## 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

PASSWORD  
 

**LOG IN**

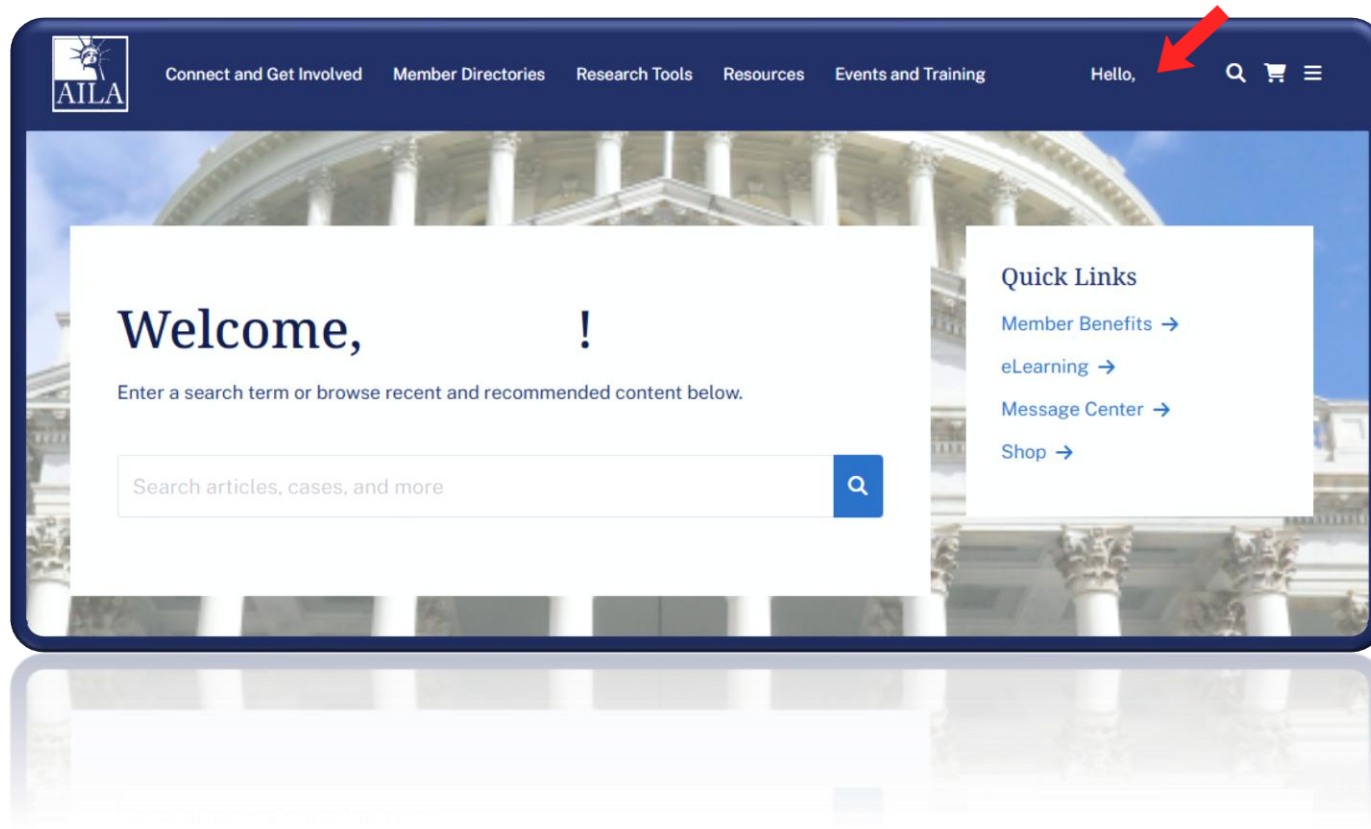
[Forgot Username/Password?](#)

[Create an AILA.org account](#)

## Logging in:

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

# Login to your My CLE Account



## Logging in:

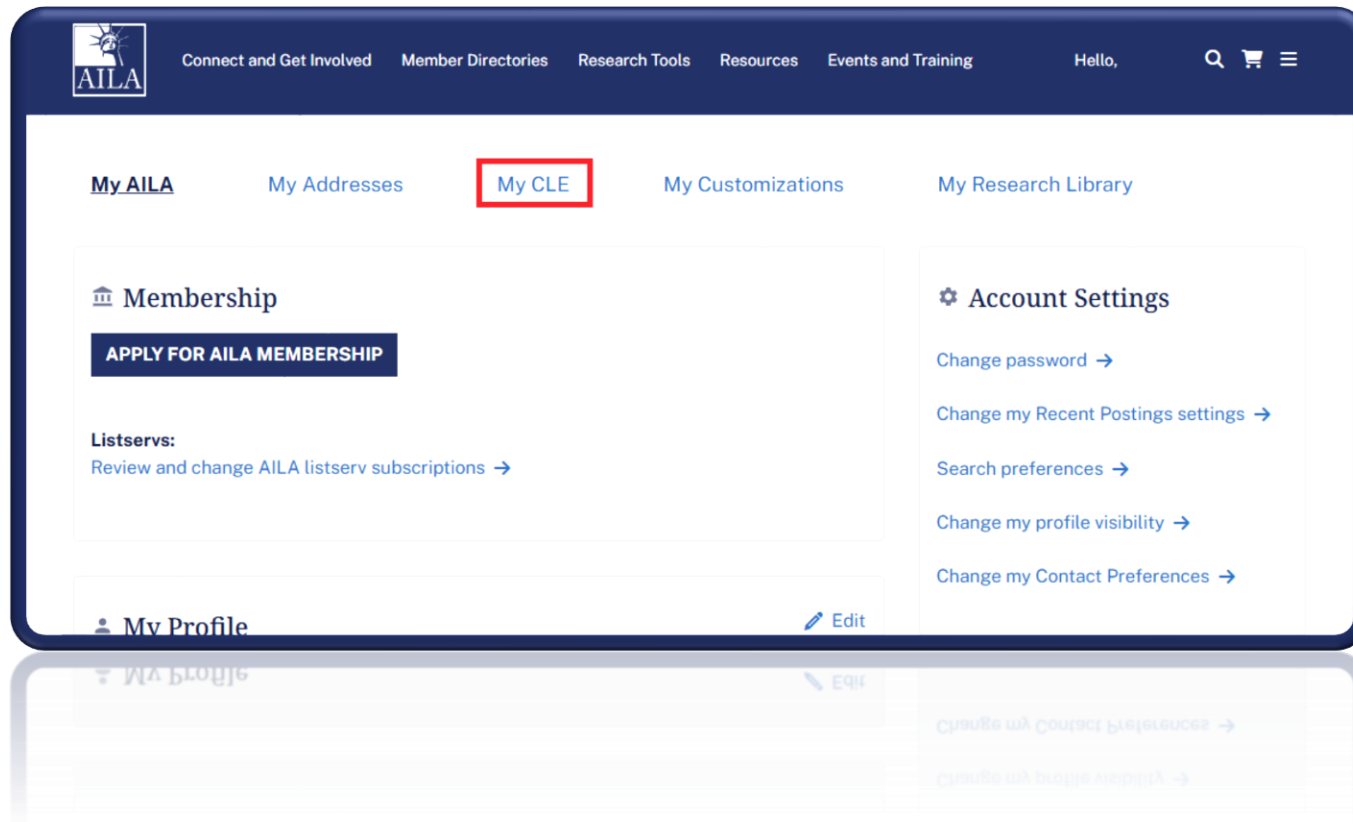
- Select "Login"
- Enter Username
- Enter Password
- Select "Log in"
- **Select "Hello, Your Name"**



# Entering CLE Codes

## After Logging in:

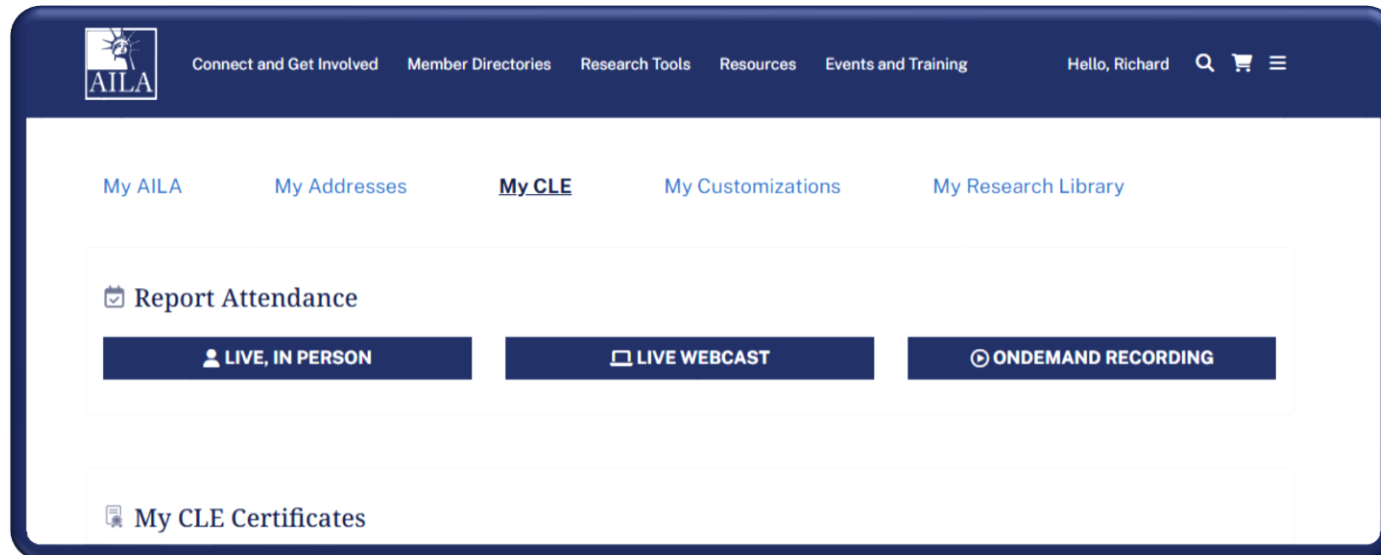
- **Select “My CLE”**
- **Select Program Format**
- **Select Program**
- **Select “Record Session Attendance”**
- **Enter CLE code and Certify**
- **Select “Record Attendance”**



# Entering CLE Codes

## After Logging in:

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

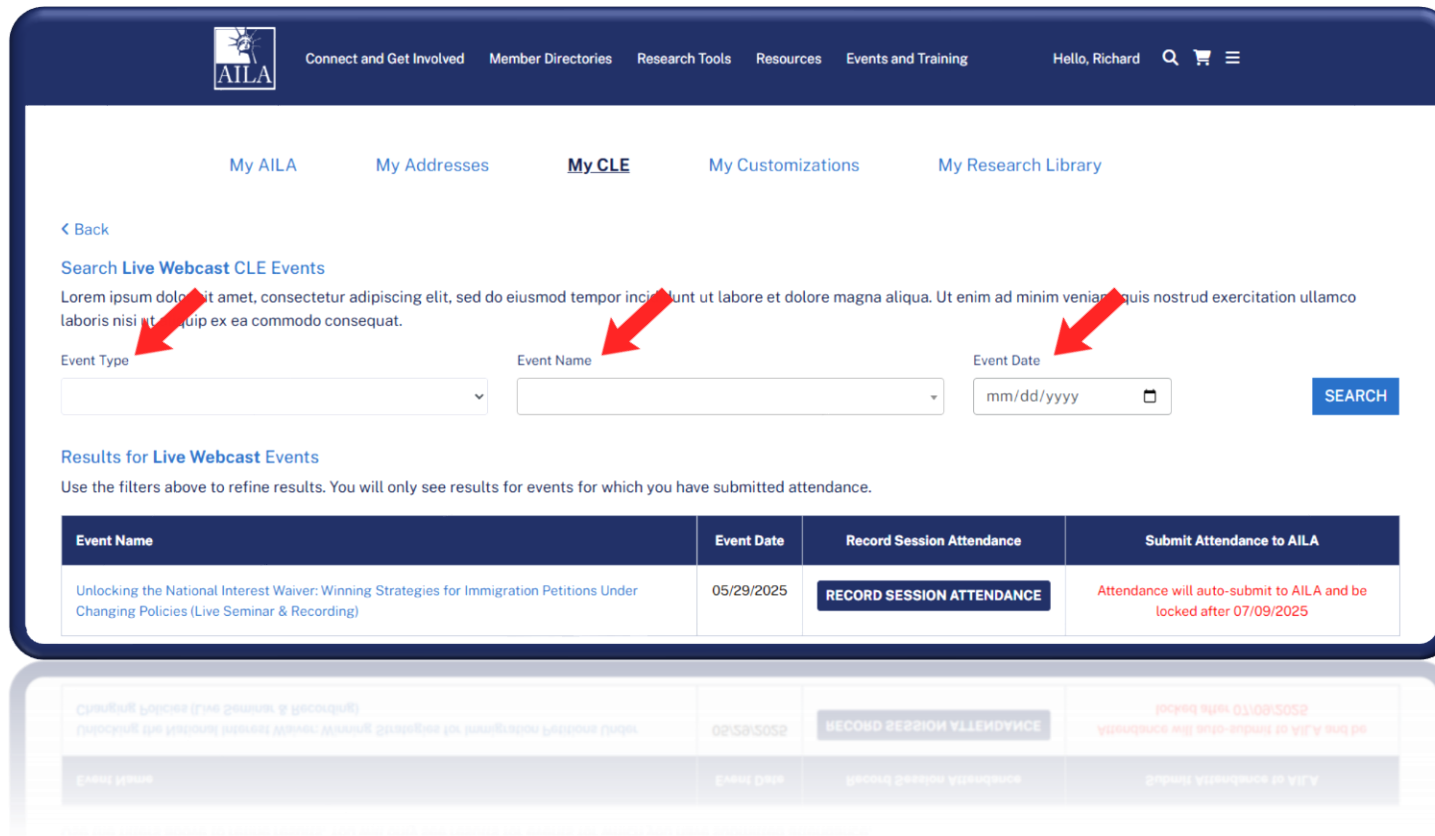


- \*Select “Live, In Person” for physically attended events
- \*Select “Live Webcast” for virtually attended events
- \*Select “On Demand Recording” for recorded events

# 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 website's "My CLE" section. At the top, there's a navigation bar with the AILA logo and links like "Connect and Get Involved", "Member Directories", "Research Tools", "Resources", "Events and Training", and a user greeting "Hello, Richard". Below this, a sub-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". It contains a search form with three fields: "Event Type" (a dropdown menu), "Event Name" (a text input field), and "Event Date" (a date picker set to "mm/dd/yyyy"). A blue "SEARCH" button is to the right of these fields. Below the search form, there's a section titled "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."

Below the text, there's a table with the following structure:

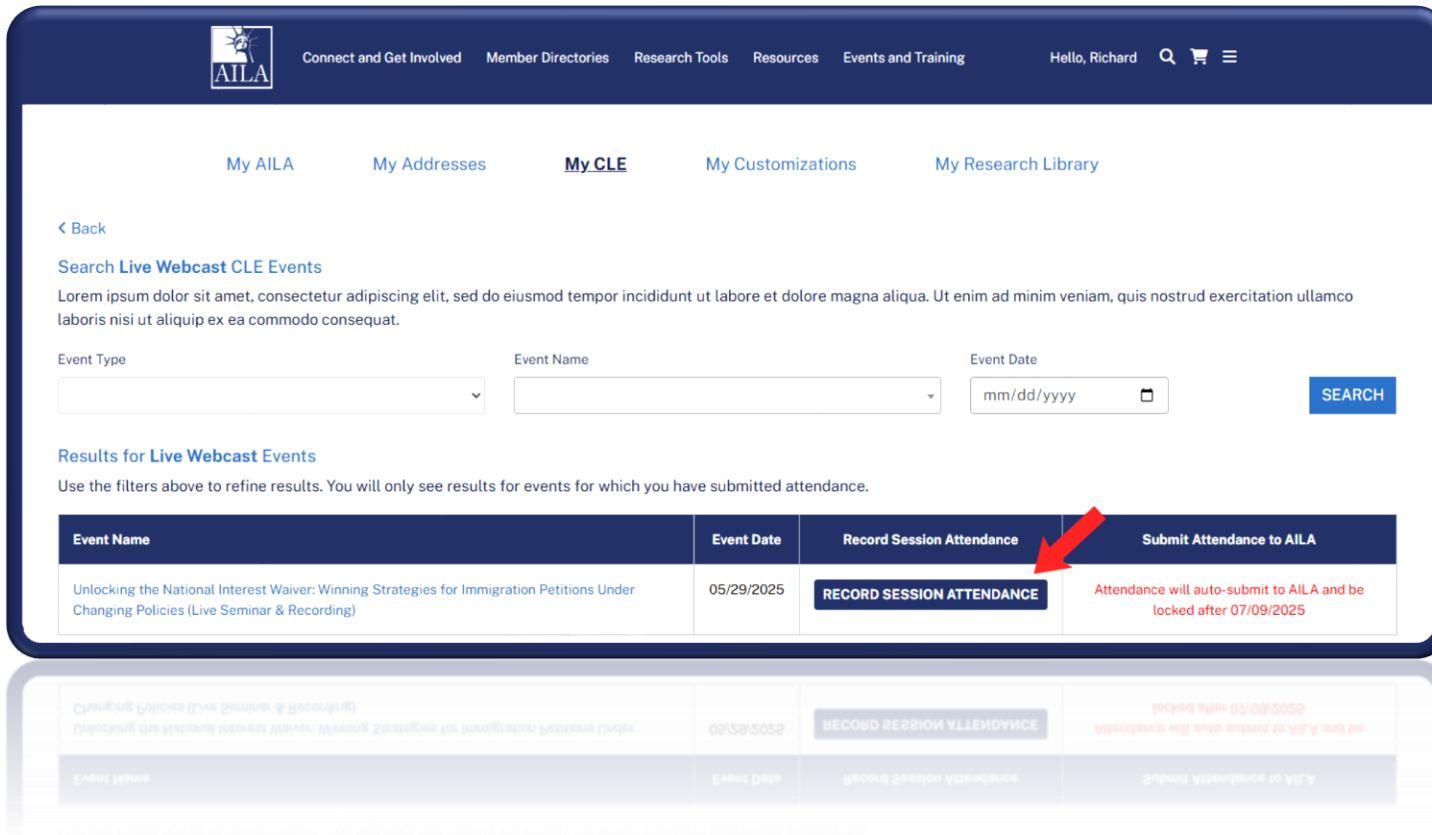
Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)	05/29/2025	RECORD SESSION ATTENDANCE	Attendance will auto-submit to AILA and be locked after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

The table has a dark blue header. The first row of data has a white background. The "RECORD SESSION ATTENDANCE" button is dark blue with white text. The "Submit Attendance to AILA" column contains red text.

# 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 website interface after logging in. The top navigation bar includes links like 'Connect and Get Involved', 'Member Directories', 'Research Tools', 'Resources', 'Events and Training', and a user greeting 'Hello, Richard'. Below this, a secondary navigation bar has tabs for 'My AILA', 'My Addresses', 'My CLE' (which is selected), 'My Customizations', and 'My Research Library'. The main content area is titled 'Search Live Webcast CLE Events' and contains a search form with fields for 'Event Type', 'Event Name', and 'Event Date'. Below the search form, there's a section for 'Results for Live Webcast Events' with a message: 'Use the filters above to refine results. You will only see results for events for which you have submitted attendance.' A table lists the search results. The first row shows an event titled 'Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)' on '05/29/2025'. In the 'Record Session Attendance' column, there is a button labeled 'RECORD SESSION ATTENDANCE' with a red arrow pointing to it. The 'Submit Attendance to AILA' column shows a message: 'Attendance will auto-submit to AILA and be locked after 07/09/2025'.

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	<b>RECORD SESSION ATTENDANCE</b>	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**
- **Select “Record Session Attendance”**
- **Enter CLE code and Certify**
- **Select “Record Attendance”**

**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

☐ I certify that I attended the above session

# 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”**

### Confirm Webcast Attendance for Session

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

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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

☐ I certify that I attended the above session

# Viewing your Certificate of Attendance



## After Logging in:

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

My CLE Certificates

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored Groups  
State: Virginia | Type: OnDemand

DOWNLOAD EVENT CLE CERTIFICATE

# Viewing your Certificate of Attendance



## After Logging in:

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

My CLE Certificates

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Format

State

Year

All

All

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

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored Groups  
State: Virginia | Type: OnDemand

DOWNLOAD EVENT CLE CERTIFICATE

State: Virginia | Type: OnDemand

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored Groups

DOWNLOAD EVENT CLE CERTIFICATE



# Viewing your Certificate of Attendance



## After Logging in:

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

My CLE Certificates

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored Groups  
State: **Virginia** | Type: OnDemand

DOWNLOAD EVENT CLE CERTIFICATE

# Viewing your Certificate of Attendance



## After Logging in:

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

My CLE Certificates

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored Groups  
State: Virginia | Type: OnDemand

>

DOWNLOAD EVENT CLE CERTIFICATE

State: Virginia | Type: OnDemand

Groups

Asylum Claims Based Upon a “Pattern or Practice” of Persecution and Disfavored

>

DOWNLOAD EVENT 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 'My Profile' page. The page has a dark blue header with a white 'Edit' button in the top right corner. Below the header, there is a profile section with a grey person icon and the text 'American Immigration Lawyers Association' and 'Washington, DC 20005'. Below this, there are several input fields for 'Phone', 'Email', 'Website', 'Social Media' (Facebook, X, LinkedIn), 'Law School', 'Bar Admissions', and 'Federal Court Admittance'. The page is reflected below it.

## 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 update form. 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 section for 'Bar Memberships' with a 'State' dropdown and a 'Bar Number' text field. There are also '+' and '-' buttons next to the Bar Number field. The form is reflected below it.

## 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. The form includes fields for '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 dropdown menu for 'Federal Court Admittance(s)' with visible options: 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. A red arrow points to this dropdown menu. At the bottom, there is a 'Bar Memberships' section with a 'State' dropdown menu, a 'Bar Number' text input, and '+' and '-' buttons to add or remove entries. The entire form is enclosed in a dark blue rounded rectangle.

## 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




**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". It contains two input fields: "State" and "Bar Number". A red arrow points to the "State" field. To the right of the "Bar Number" field are plus and minus icons. The entire form is enclosed in a dark blue rounded rectangle with a reflection effect below it.

Bar Memberships

State 

Bar Number

+ -

# 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 Memberships' section in a web application. The section is titled 'Bar Memberships' and contains a 'State' dropdown menu and a 'Bar Number' text input field. A red arrow points to the 'Bar Number' field. To the right of the input fields are plus and minus signs. The entire form is enclosed in a dark blue border with a reflection effect below it.

Bar Memberships

State

Bar Number

+ -



# 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 has two main input fields: "State" and "Bar Number". The "State" field is a dropdown menu with a small downward arrow on the right. The "Bar Number" field is a text input box. To the right of the "Bar Number" field are two small blue icons: a plus sign (+) and a minus sign (-). A red arrow points from the top right towards the plus sign. The entire form is enclosed in a dark blue rounded rectangle with 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 'Bar and Court' section of the AILA account management interface. The form includes several input fields: 'Law School' (a dropdown menu), 'Law School (if other)' (a text field), 'Graduation Month' (a dropdown menu), and 'Graduation Year' (a text field). Below these is a section for 'Federal Court Admittance(s)' with a list of courts including 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. At the bottom is the 'Bar Memberships' section, which has a 'State' dropdown menu, a 'Bar Number' text field, and a '+' button next to it. In the bottom right corner of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangular box.A faded, light-gray duplicate of the 'Bar and Court' form is positioned directly below the first screenshot. It contains the same layout of fields and buttons, including the 'SAVE' button which is also highlighted with a red box.