



# How To Report CLE Credit for Podcasts



AILA uses the online system, [webCLE](#), to track CLE credits for OnDemand recordings, including Podcasts. Please note that AILA will only administer CLE credit to members who download the podcast and to nonmembers who purchase the podcast directly from AILA National; the purchase invoice is used as a form of CLE verification. Nonmembers 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.

- **Write down the code!** A four-digit attendance verification code will be announced at the end of the recording, which you will record your attendance.
- **Log in to webCLE!** If you have used [webCLE](#) before, just log in to your account at [www.ailawebcle.org](http://www.ailawebcle.org).
  - **Forgot your AILA member number?** Go to AILA InfoNet ([www.aila.org](http://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](mailto: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 “Podcasts”.
  3. Select the title of the podcast.
  4. Check off the box which certifies that you listened to the entire recording.
  5. 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.
  6. Select “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\*, ME, MS, MT, NV, 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.
- Podcasts do **not qualify for CLE credit** in the following jurisdictions: AR, IA, LA, KS, MN, RI, SC, TN, and WI.
- **Attention Puerto Rico attorneys!** The Hoja de Evaluación may be downloaded from the AILA CLE Center at [www.aila.org/cle](http://www.aila.org/cle) and can be returned to [cle@aila.org](mailto: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](mailto:cle@aila.org) with your CLE questions.

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