



### **CLE Reporting**

The PTAB Bar Association will be using an online process for tracking attendance and reporting CLE credits via an online portal. The instructions for the new process are below.

**All attendees must validate their information BEFORE the event.** To do so:

1. Click [here](#).
2. Under the "Courses" tab, enter the email address and zip code you used to register for the program.
3. Click on the "Profile" icon in the top right corner and verify that your Bar I.D. number(s) is correct for each jurisdiction. If not, select "Edit" to add/update your information. Click "Save" when finished.

**All attendees must complete the following actions DURING the event:**

1. Use a mobile phone, tablet, or laptop to visit the program portal, available [here](#).
2. Under the "Courses" tab, select the program and check in at the beginning of the course by selecting the green hat next to the title. Follow the instructions to complete the "Check-In".
3. "Check out" at the conclusion of the course by entering the PIN provided in the closing remarks. Please note, if you moved away from the CLE Process, you can click on "Courses" again and select the (now) red hat. Follow the instructions to complete the "Check Out".
4. Click the "Submit" button to record your attendance.
5. Complete the survey.

Once you return to the main Courses tab, you will now see a gold check button next to the course. This indicates that you have successfully registered your attendance for CLE Credit.

Each step above must be completed to receive CLE credit for each session. The PTAB

Bar Association assumes no responsibility for attendees who fail to validate their Bar I.D. number(s) or properly track and/or report their attendance.

**Written Materials**

The written materials for the program will be available for download on the ConferenceAdit portal under "Program Materials" in the "Content" tab.

**Questions**

If you have any questions about accessing the portal or the attendance process, please contact ConferenceAdit at [info@conferenceadit.com](mailto:info@conferenceadit.com). If you have any other questions, please contact Jason Scabich at [Jason.Scabich@wearemci.com](mailto:Jason.Scabich@wearemci.com).