

Instructions for ALI CLE Webcasts

General Instructions

1. Arrange to attend the webcast in a suitable setting, free of interruptions with a desk or writing surface.
2. **Log in** as early as 30 minutes before the scheduled start time to test your system and connections. When connecting, the video or audio may take a minute to start playing.
3. **Note:** The webcast can be viewed on a desktop, laptop, or iPad/notebook. It is not compatible with viewing on a smartphone. ALI CLE webcasts are supported on Safari, Firefox, Chrome, and Edge browsers. Please do not use Internet Explorer. To see more detailed system requirements, click [here](#).
4. Before connecting to the webcast, **close all applications, including VPN and Citrix connections**, on your computer except for your web browser. Keep all applications, including VPN and Citrix, closed during the webcast to properly maintain your connection.
5. **Choose your preferred type of continuing education credit:**
 - a. Click the "CLE Center" tab, select the state(s) in which you wish to receive CLE credit, and enter your Bar ID number if instructed.
 - b. If you are in a self-reporting state or are not seeking CLE or CPE credit, to receive a general attendance certificate, select "General Proof of Attendance." A certificate evidencing your attendance at the course will be issued after the program.
 - c. If you are a CPA seeking CPE credit, select "CPE Credit" *if the course has been approved for that type of accreditation.*
 - d. If you are seeking both CLE and CPE credit, select "CLE Credit plus CPE Credit."
6. **Download written study materials** and supplementary handout(s) (if any) and print the pages you need.

Frequently Asked Questions

1. **Lost username and/or password:** Click the "I forgot my password" link on the webcast login page at <http://my.ali-cle.org>, or contact ALI CLE Customer Service at 800-CLE-NEWS (800-253-6397) or custserv@ali-cle.org.
2. **Submitting questions to the faculty:** Questions for the faculty may be submitted during the program by entering them into the "Ask the Faculty a Question" box on the program player.
3. **Technical issues or a lost connection:** Call ALI CLE Customer Service at 800-CLE-NEWS (800-253-6397) and ask for webcast support, or email custserv@ali-cle.org.
4. **Receiving your attendance certificate:**
 - a. Log in to your myALICLE account, click the "CLE Center" tab, indicate that you are taking the course for credit and in which jurisdictions, and begin the course. If you are not seeking CLE credit, see General Instructions, Item 4, above.
 - b. At the end of the course, complete and submit the end-of-course evaluation. Your attendance certificate will be emailed to you. Allow up to 30 days for processing.
 - c. If you need to retrieve your attendance certificate at a later date, log back in to your myALICLE account, click the "CLE Center" tab, click "View Completed Course Information" to right of completed course title, and click "State Name" to open/print the certificate. The document will open in a new tab or window.
1. **Reporting Attendance/Earned Credits:** ALI CLE reports credits and pays applicable fees for states in **blue** typeface in the **CLE Credit: State Instructions and Information** table below. All other jurisdictions are attorney-reporting jurisdictions; please check with your jurisdiction(s) for reporting instructions. For state-by-state information on types of credit available, please refer to your state(s) in the table below.

Electronic Tracking, Post-Course Evaluation, and Attendance Certificate(s)

2. Per jurisdictional regulations, your attendance at this course will be tracked electronically through your unique username and password. The end-of-course evaluation completes electronic tracking, requests CLE credit, and allows printing/saving of attendance certificates.

3. **On-screen and audible prompts** occur intermittently throughout the program. To receive CLE credit, participants must respond to these prompts if they are licensed to practice in **AL, AZ, DE, HI, IA, IN, KS, LA, ME, NJ, NY, ND, OH, OK, PA, PR, RI, UT, TN, or WV**, or if they are requesting **CPE credit**.
4. **A number of MCLE jurisdictions limit the number of credits allowed for distance learning programs.** However, most of these jurisdictions have **temporarily waived** their limitations during the COVID-19 pandemic. For state-by-state information on types of credit available, see **CLE Credit: State Instructions and Information** table below.

Group Registrations

1. Groups are two or more registrants from the same organization participating in a webcast individually using **their own devices**, logging in with **their own unique credentials**, OR two or more registrants from the same organization participating from **one location** using **one device with one login**. A group participating from **one location using one device** must assign a primary contact (the "Group Primary"). That person will distribute the course materials and launch the webcast for the group. The Group Primary is also responsible for distributing the Group Sign-In Sheet to the registrants and then returning it to the MCLE team at TeamMCLE@ali-cle.org.
2. To receive **CLE credit**, all group participants must be registered for the webcast. Your group can register on our home page at www.ali-cle.org, or by using our [Group Registration Form](#). Please contact ALI CLE Customer Service at 1-800-CLE-NEWS (1-800-253-6397) if you have any questions regarding group registrations.
3. **For any group participating using one device in one location**, the Group Primary must:
 - a. Download all course materials and print a copy for each member of the group; also print out the [Group Sign-In Sheet](#), have group participants complete the sheet, and then after the webcast forward the completed sheet to the email address listed at the bottom. The Group Primary does not have to be a participant in the webcast; he or she can be the administrator or the person responsible for launching the webcast.
 - b. Log in for the **entire group**. Shortly after the webcast, all members of the group will receive emails with individual usernames and passwords to log in and individually complete a post-course evaluation, request CLE credit, and print/save attendance certificates in their name (follow instructions in #4 in FAQs above or in the email).
4. Questions for the faculty may be submitted during the program by entering them into the "Ask the Faculty a Question" box on the program player.

CLE Credit: State Instructions and Information

State	Instructions
Alabama	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Live webcasts are considered participatory. Pre-recorded or replayed webcasts are limited to 6 distance learning credits per compliance period .
Alaska	Complete post-course evaluation in order to print and retain your attendance certificate.
Arizona	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate.
Arkansas	Complete post-course evaluation in order to print your attendance certificate; retain a copy for your records and send original to the Arkansas CLE Board.
California	Complete post-course evaluation in order to print and retain your attendance certificate. Credits are participatory. ALI CLE's California Provider number is 2631 .
Colorado	Complete post-course evaluation in order to print and retain your attendance certificate. This course is not pre-qualified in Colorado ; credit may be obtained under Colorado's reciprocity rule; it is pre-qualified in all other U.S. mandatory jurisdictions.
Connecticut	Complete post-course evaluation in order to print and retain your attendance certificate.

CPE (Accountants)	Respond to on-screen/audio prompts throughout the program. Complete post- course evaluation in order to print and retain NASBA (CPE) certificate. Pre-recorded webcasts are not eligible for CPE credit.
Delaware	Respond to on-screen/audio prompts throughout the program. Complete post- course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Delaware has temporarily waived its 12-credit limit on e-delivery programs per compliance period.
Florida	Complete post-course evaluation in order to print and retain your attendance certificate. This course is not pre-qualified in Florida; credit may be obtained under Florida's reciprocity rule; the course is pre-qualified in all other U.S. mandatory jurisdictions. Complete this application and send attendance certificate , along with course agenda or brochure, to the Florida Bar.
Georgia	Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Georgia has temporarily waived its 6-credit (self-study) limit on webcasts and on-demand programs per compliance period.
Hawaii	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate.
Idaho	Complete post-course evaluation in order to print and retain your attendance certificate. ALI CLE will apply for accreditation in Idaho by request (post-course). ALI CLE submits attendance at the time of application.
Illinois	Complete post-course evaluation in order to print and retain your Illinois attendance certificate.
Indiana	Respond to on-screen/audio prompts throughout the program. Complete post- course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Indiana has temporarily waived its 9-credit limit on webcasts and on-demand programs per compliance period.
Iowa	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate with Iowa course number. Due to the pandemic, Iowa has permanently waived its 6-credit limit on pre-recorded webcasts, replayed webcasts, and on-demand programs per compliance period.
Kansas	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Kansas has temporarily waived its 6-credit limit on on-demand programs per compliance period.
Kentucky	Complete post-course evaluation in order to print and an attendance certificate with the Kentucky activity code. Retain a copy for your records and send the original to the Kentucky Bar Association. Periodically, the activity code will not be available at the time of the broadcast; in these instances, Team MCLE will email the code when received from Kentucky as well as update your certificate.
Louisiana	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. ALI CLE will apply for accreditation upon request (post-course). ALI CLE submits attendance to Louisiana. Due to the pandemic, Louisiana has temporarily waived its 4 hour-credit limit on webcasts and on-demand programs per compliance period.
Maine	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Live webcasts are considered participatory. Due to the pandemic, Maine is temporarily permitting harassment and discrimination credit to be taken by live webcast, but on-demand programs continue to be limited to 5 credits per compliance period.
Minnesota	Complete post-course evaluation in order to print and retain your attendance certificate with the Minnesota activity code. Live webcasts seminars are considered participatory. For compliance periods ending in 2021 and later, Minnesota now allows up to 30 credits for on-demand programs per compliance period; starting January 1, 2024, all credit limits

	on on-demand programs will be lifted.
Mississippi	Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Mississippi has temporarily waived its 6-credit limit on webcasts and on-demand programs per compliance period.
Missouri	Complete post-course evaluation in order to print and retain your attendance certificate. Live webcasts are considered participatory. On-demand programs are limited to 6 (self-study) credits per compliance period, and may not be used to satisfy ethics credit requirements.
Montana	Complete post-course evaluation in order to print and retain your attendance certificate. Pre-recorded webcasts and on-demand programs are limited to 5 ("other") credits per compliance period.
Nevada	Complete post-course evaluation in order to print and retain your attendance certificate.
New Hampshire	Complete post-course evaluation in order to print and retain your attendance certificate.
New Jersey	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, New Jersey has temporarily waived its 12-credit limit on webcasts and on-demand programs per compliance period.
New Mexico	Complete post-course evaluation in order to print and retain your attendance certificate.
New York	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation . Your New York certificate will be posted in your myALI-CLE account within 30 business days (usually less). Due to the pandemic, New York has temporarily waived its requirement that skills credit be taken in-person.
North Carolina	Complete post-course evaluation in order to print and retain your attendance certificate.
North Dakota	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate.
Ohio	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Ohio has temporarily waived its 12-credit limit on webcasts and on-demand programs per compliance period.
Oklahoma	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate.
Oregon	Complete post-course evaluation in order to print and retain your attendance certificate.
Pennsylvania	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Pennsylvania has temporarily waived its 6-credit limit on webcasts and on-demand programs per compliance period.

Puerto Rico	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Send original attendance certificate , along with course agenda or brochure, to the Supreme Court of Puerto Rico CLE Commission.
Rhode Island	Respond to on-screen/audio prompts throughout the program. Complete post- course evaluation in order to print and retain your attendance certificate.
South Carolina	Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, South Carolina has temporarily waived its 6-credit limit on webcasts and on-demand programs per compliance period.
Tennessee	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Tennessee has temporarily waived its 8-credit limit on webcasts and on-demand programs per compliance period.
Texas	Complete post-course evaluation in order to print and retain your attendance certificate with the Texas course number.
U.S. Virgin Islands	Complete post-course evaluation in order to print and retain your attendance certificate.
Utah	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Utah has temporarily waived its 12-credit limit on webcasts and on-demand programs per compliance period.
Vermont	Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Vermont has temporarily waived its 10-credit limit on webcasts and on-demand programs per compliance period.
Virginia	Complete post- course evaluation. Your Virginia Form 2 will be posted in your myALI-CLE account within 30 business days (usually less). Live webcasts are considered participatory. Pre-recorded webcasts and on-demand programs are limited to 8 (“distance learning”) credits per compliance period.
Washington	Complete post-course evaluation in order to print and retain your attendance certificate. Live webcasts are considered participatory and are reported by ALI CLE. Pre-recorded webcasts and on-demand programs are considered self-study and must be reported to the Washington State Bar by the attendee.
West Virginia	Respond to on-screen/audio prompts throughout the program. Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, West Virginia has temporarily waived its 12-credit limit on webcasts and on-demand programs per compliance period.
Wisconsin	Complete post-course evaluation in order to print and retain your attendance certificate. Due to the pandemic, Wisconsin has temporarily waived its 15-credit limit on on-demand programs per compliance period; however, ethics credit may not be earned through on-demand programs.

Wyoming

Complete post-course evaluation in order to print and retain your attendance certificate. Keep a copy for your records and **submit original certificate** along with course agenda or brochure to the Wyoming State Bar.

As of 4/15/21