



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



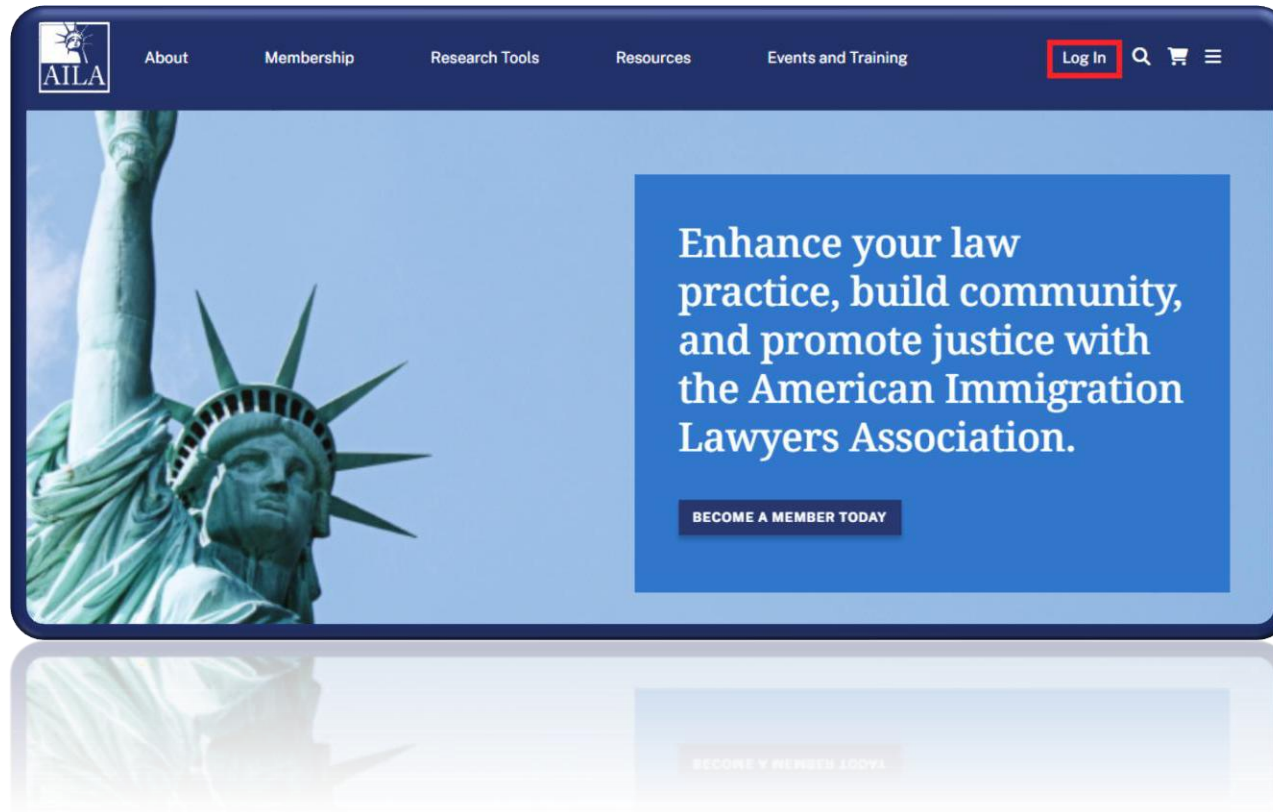
Not sure where to login?
Login to your AILA Account
([click here!](#))

Login to your My CLE Account

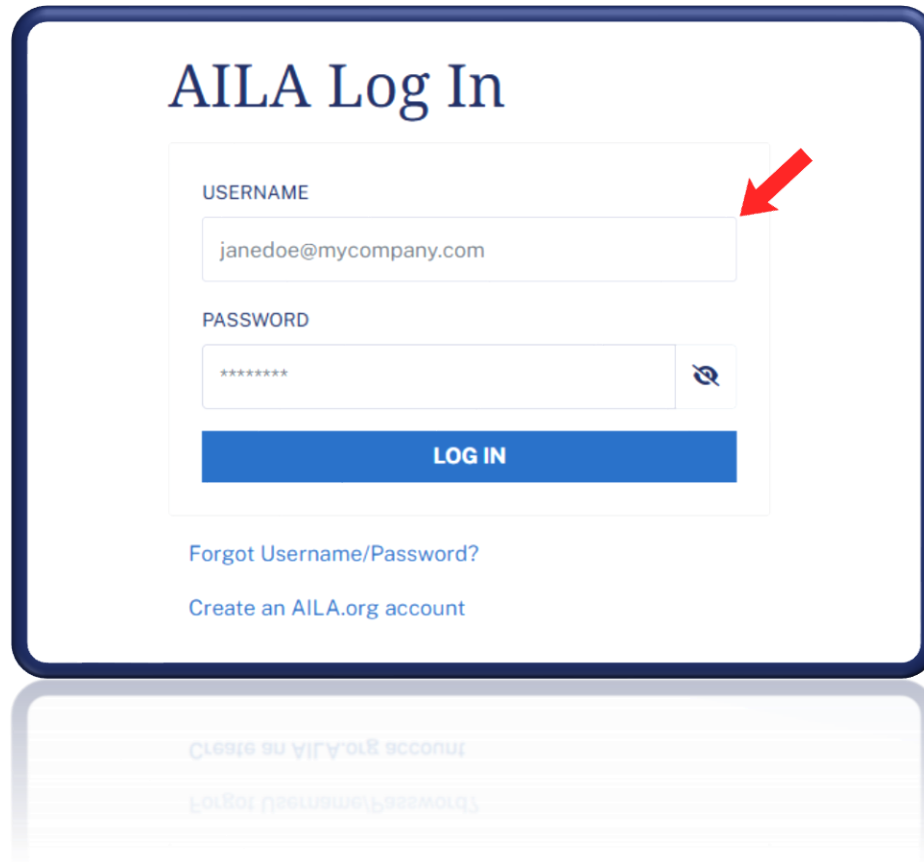


Logging in:

- **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

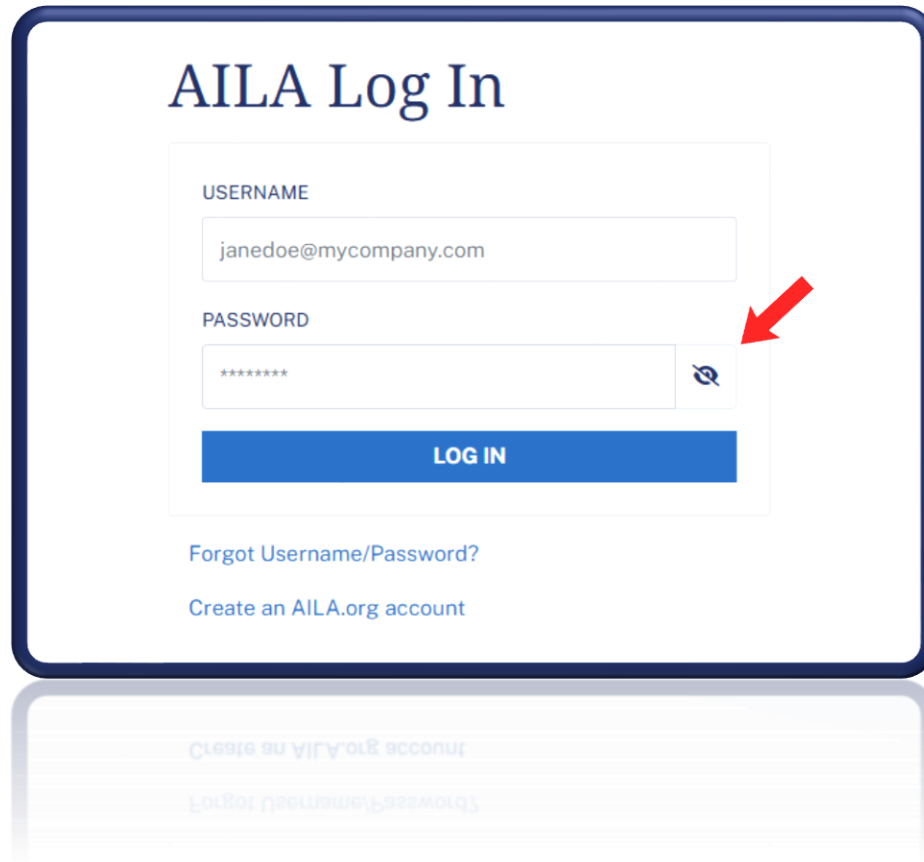
[Forgot Username/Password?](#)

[Create an AILA.org account](#)

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

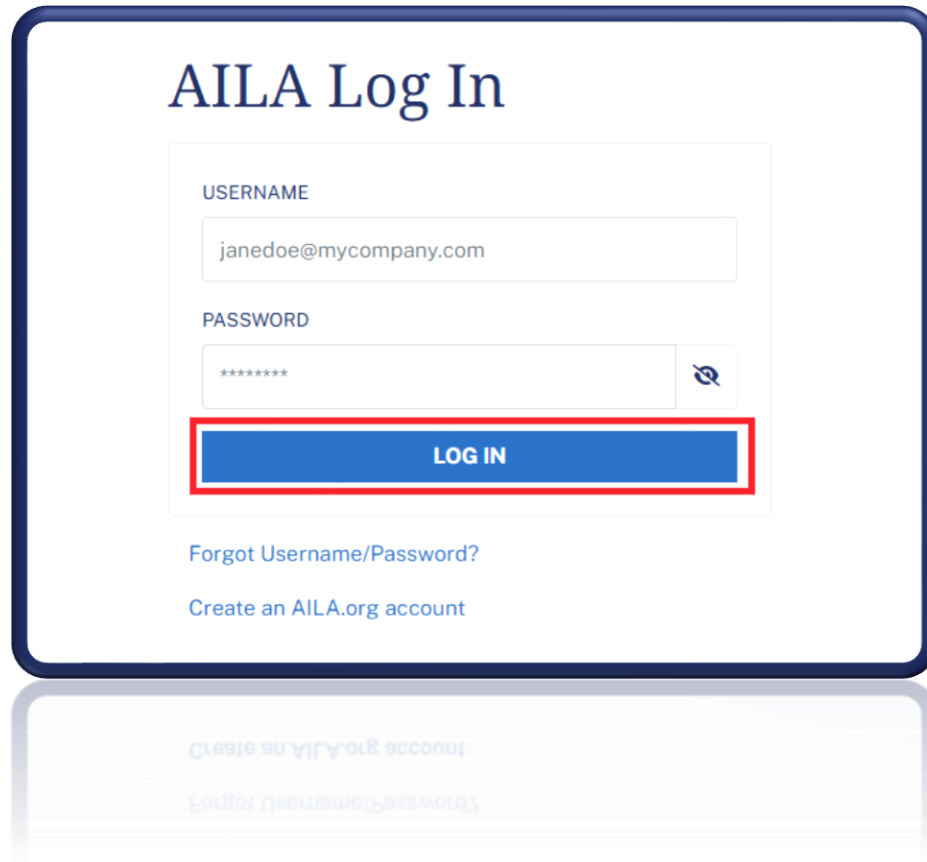
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Logging in:

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

Login to your My CLE Account



AILA Log In

USERNAME

janedoe@mycompany.com

PASSWORD

LOG IN

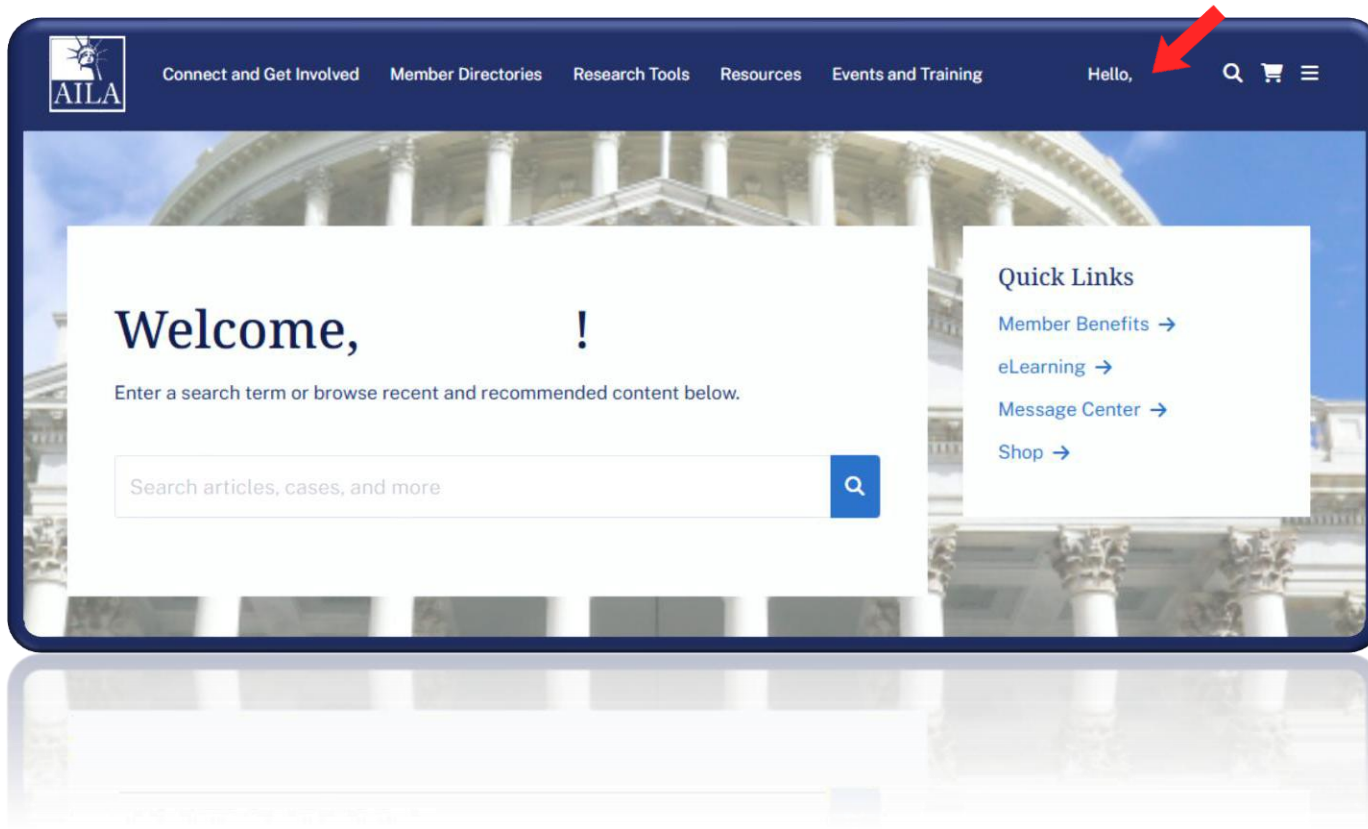
[Forgot Username/Password?](#)

[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



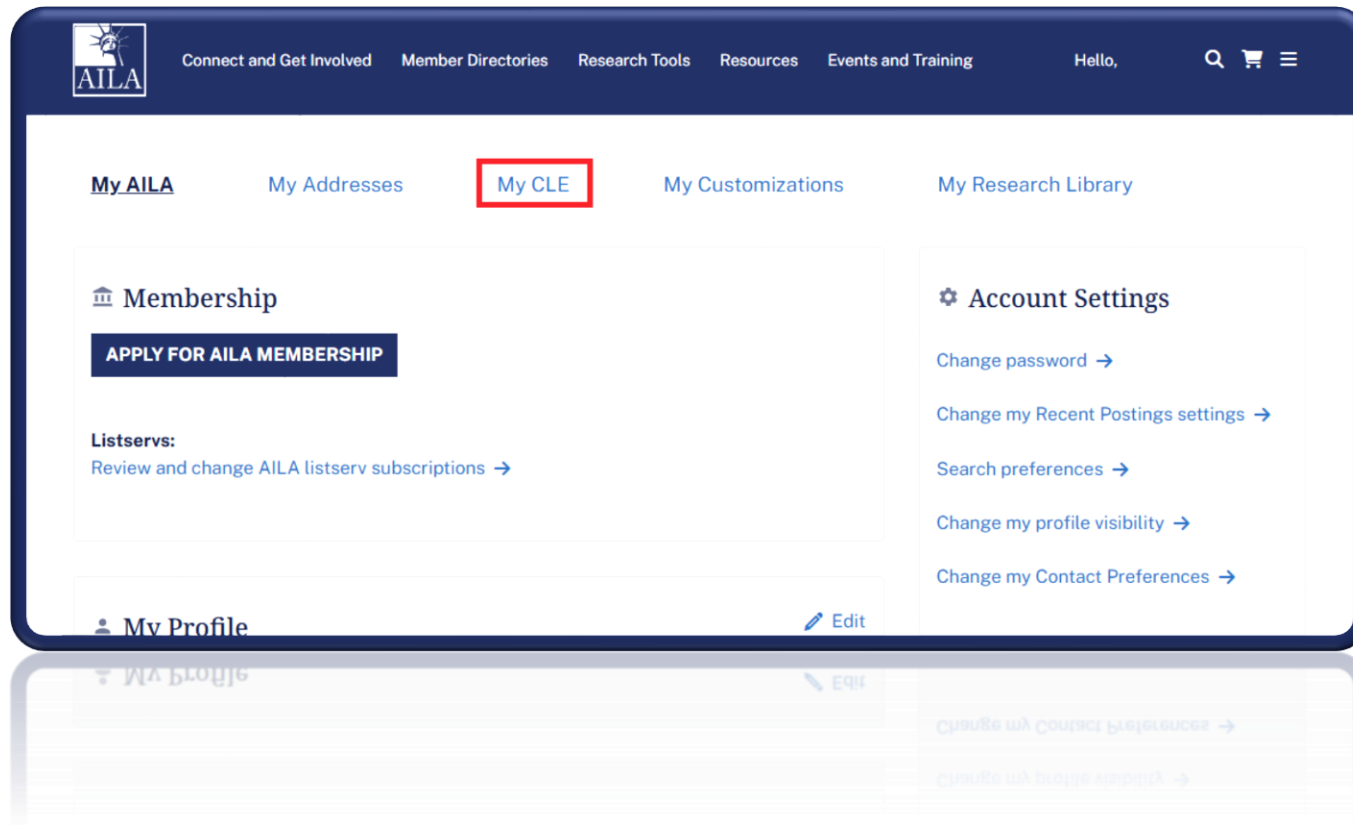
Logging in:

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

Entering CLE Codes

After Logging in:

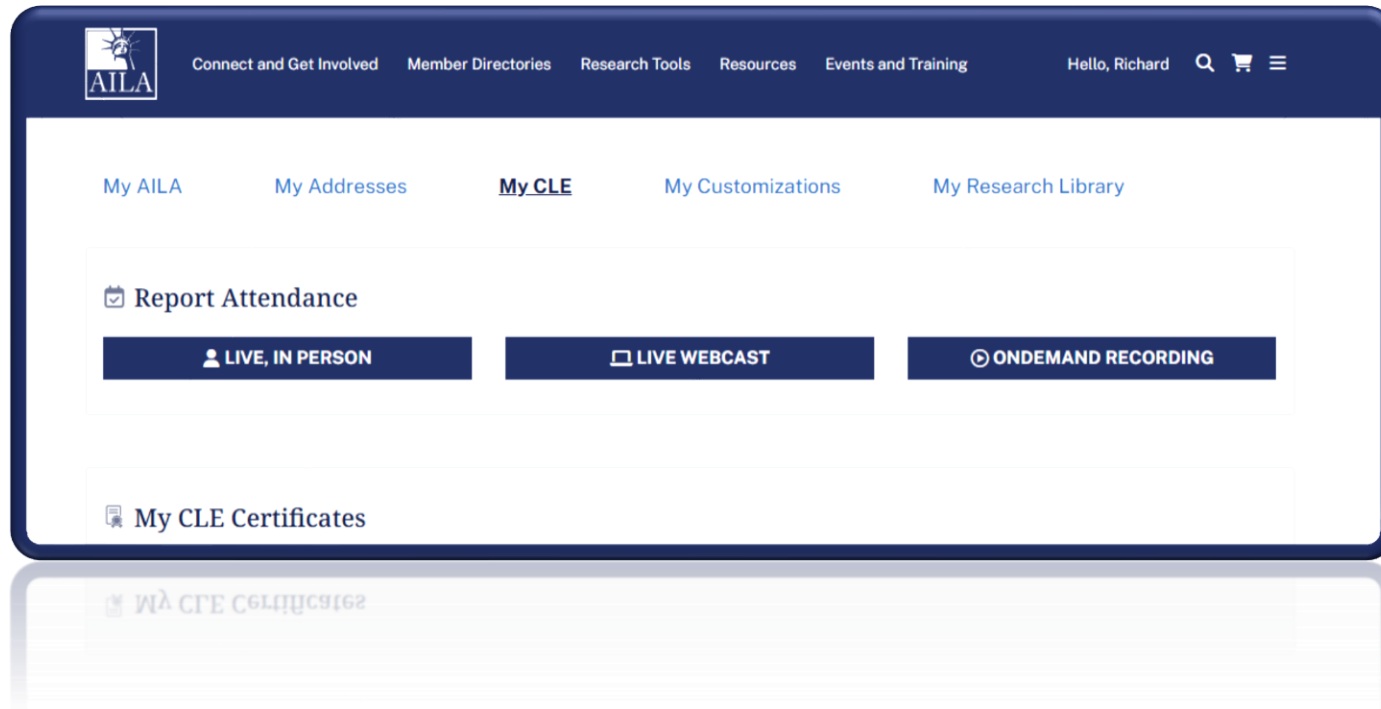
- **Select “My CLE”**
- **Select Program Format**
- **Select Program**
- **Select “Record Session Attendance”**
- **Enter CLE code and Certify**
- **Select “Record Attendance”**



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”

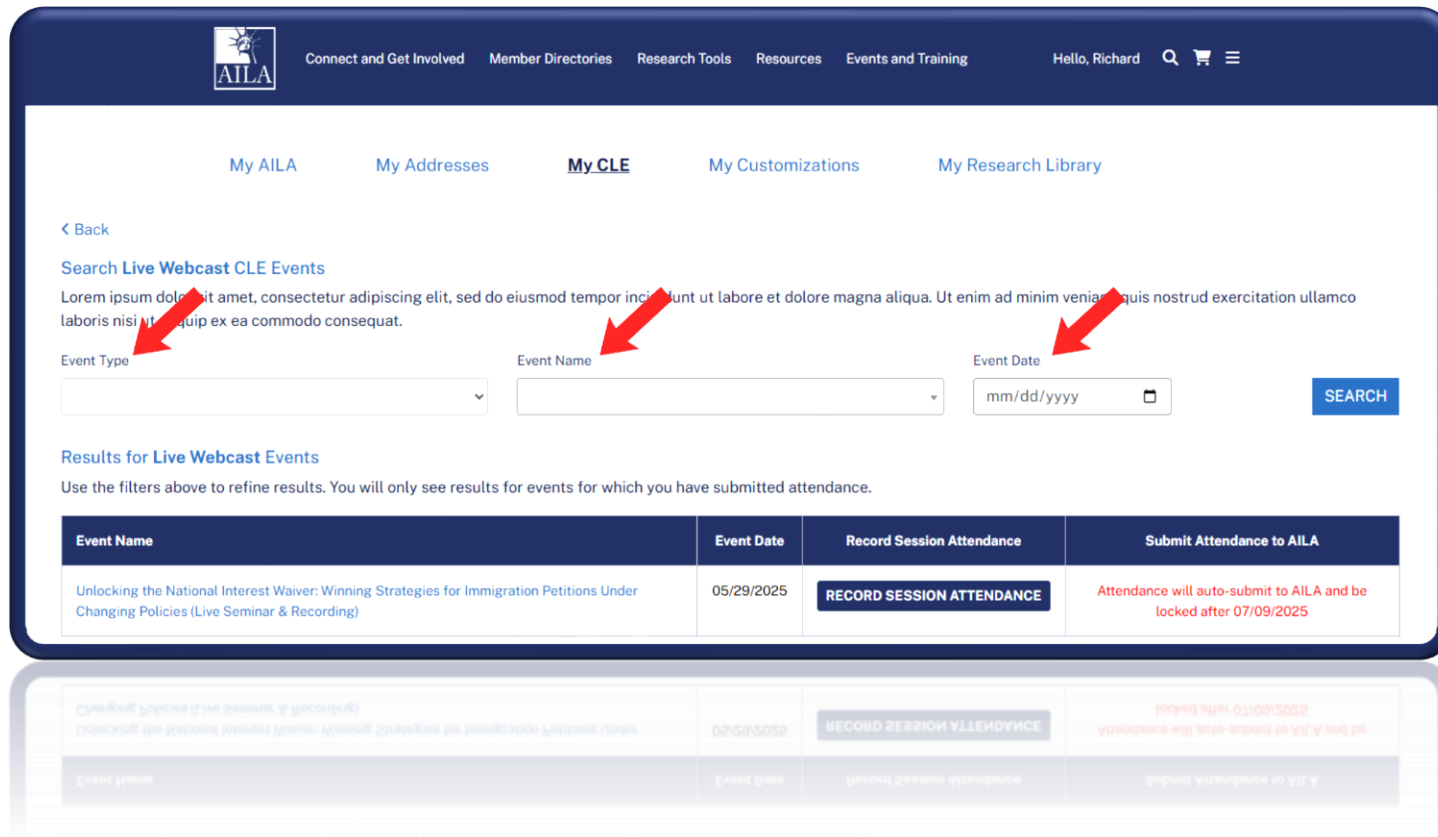


- *Select “Live, In Person” for physically attended events
- *Select “Live Webcast” for virtually attended events
- *Select “On Demand Recording” for recorded events

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 interface after logging in. The top navigation bar includes the AILA logo, a user greeting "Hello, Richard", and links for "Connect and Get Involved", "Member Directories", "Research Tools", "Resources", and "Events and Training". Below this, a secondary navigation bar highlights "My CLE" among other options like "My AILA", "My Addresses", "My Customizations", and "My Research Library".

The main content area is titled "Search Live Webcast CLE Events". It features three input fields: "Event Type" (a dropdown menu), "Event Name" (a text input), and "Event Date" (a date picker set to "mm/dd/yyyy"). A red arrow points to the "Event Type" dropdown, another to the "Event Name" input, and a third to the "Event Date" date picker. A blue "SEARCH" button is located to the right of these fields.

Below the search filters, the section "Results for Live Webcast Events" displays a table of results. A red arrow points to the "Event Name" column header. The table has four columns: "Event Name", "Event Date", "Record Session Attendance", and "Submit Attendance to AILA".

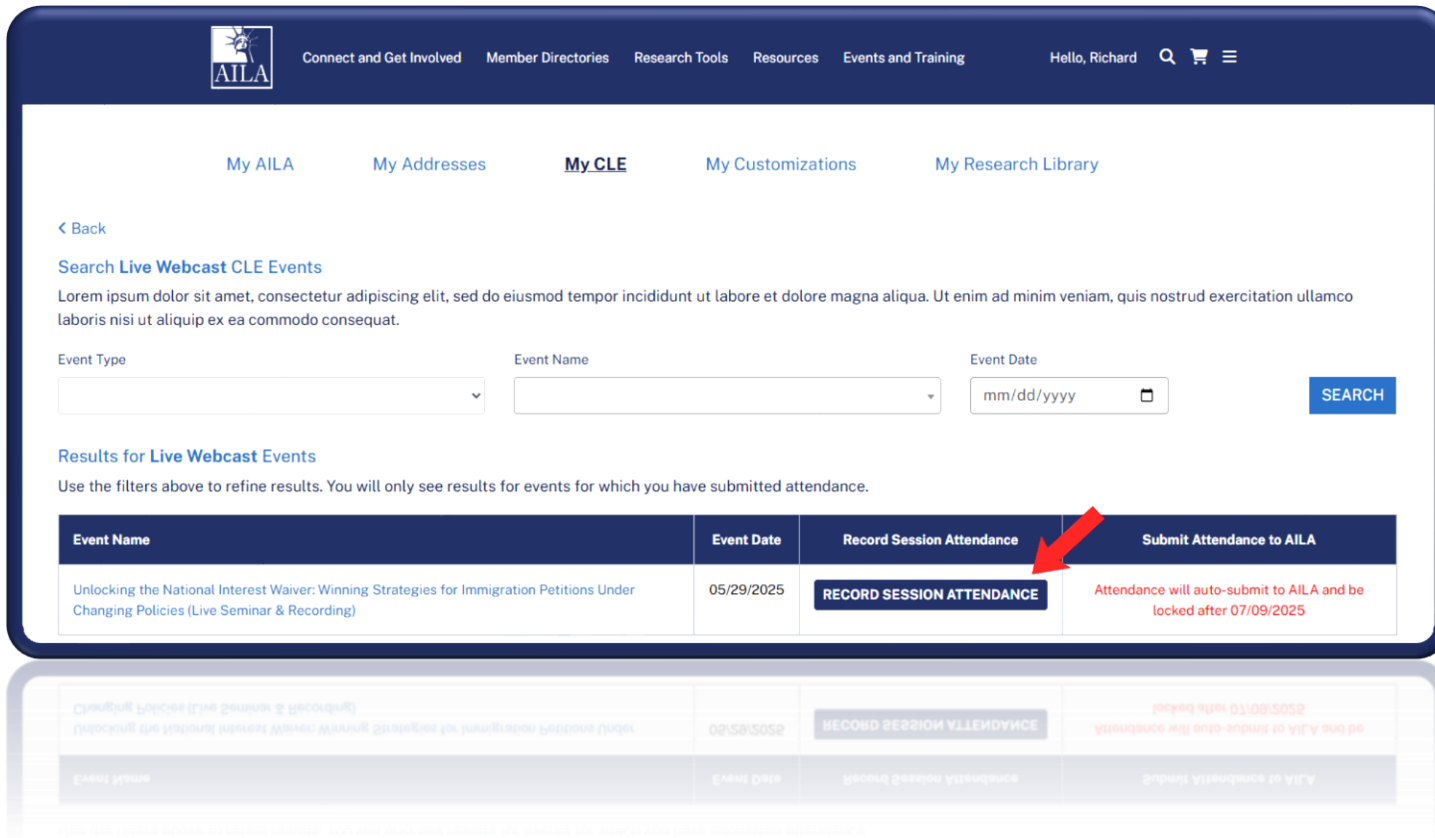
Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)	05/29/2025	RECORD SESSION ATTENDANCE	Attendance will auto-submit to AILA and be locked after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

The bottom of the image shows a blurred, lighter version of the same table and interface elements.

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: "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 underlined), "My Customizations", and "My Research Library".

The main content area is titled "Search Live Webcast CLE Events" and contains a placeholder text: "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." Below this text are three input fields: "Event Type" (a dropdown menu), "Event Name" (a text input), and "Event Date" (a date picker showing "mm/dd/yyyy"). A blue "SEARCH" button is to the right of these fields.

Below the search fields, it says "Results for Live Webcast Events" and "Use the filters above to refine results. You will only see results for events for which you have submitted attendance." Below this is a table with the following structure:

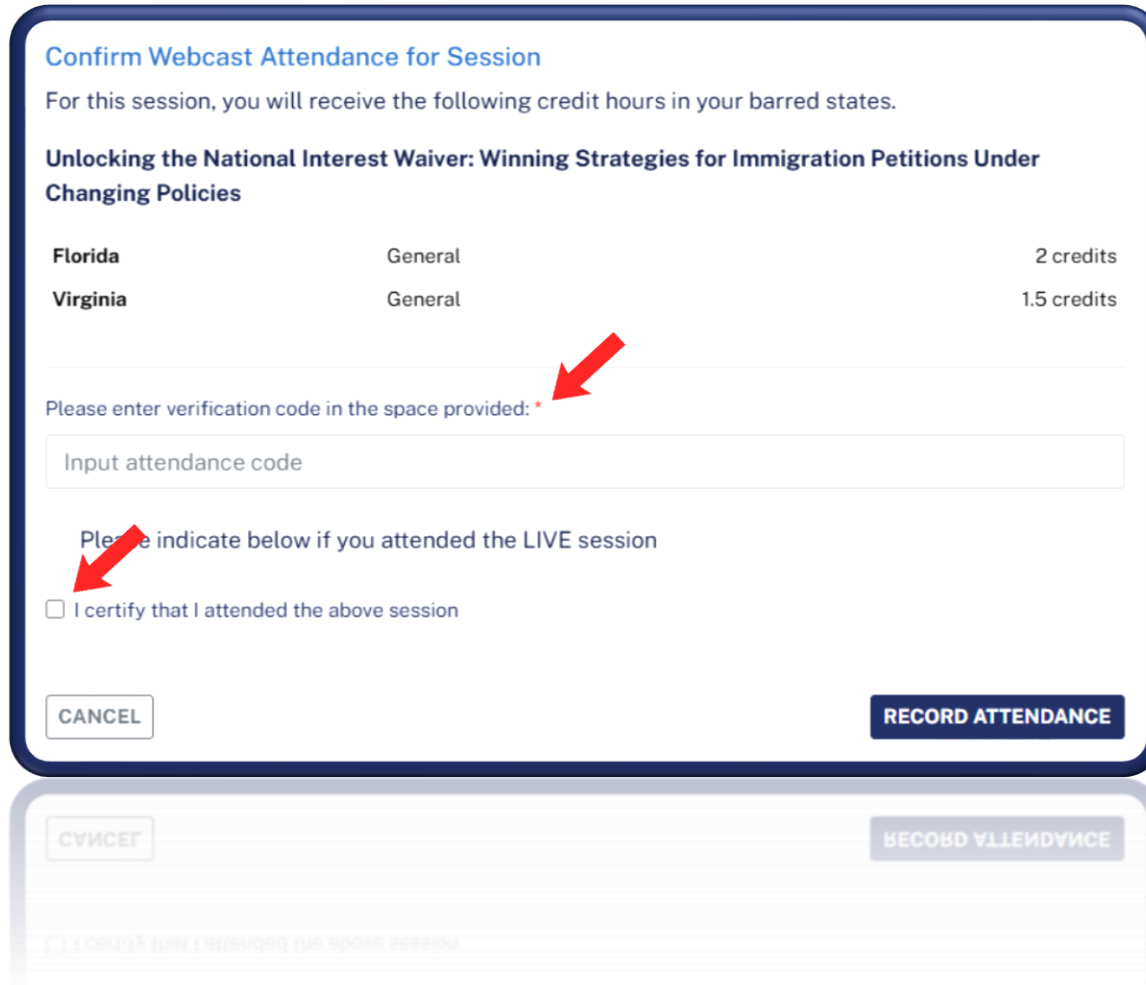
Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
Unlocking the National Interest Waiver: Winning Strategies for Immigration Petitions Under Changing Policies (Live Seminar & Recording)	05/29/2025	RECORD SESSION ATTENDANCE (with a red arrow pointing to it)	Attendance will auto-submit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

The table is partially obscured by a reflection effect at the bottom of the image.

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: *

Input attendance code

Please indicate below if you attended the LIVE session

☐ I certify that I attended the above session

CANCEL **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”**

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: *

Input attendance code

Please indicate below if you attended the LIVE session

☐ I certify that I attended the above session

CANCEL **RECORD ATTENDANCE**

Confirm **ONDEMAND** CLE Codes

Wait to submit ondemand codes until you have finished listening to all recordings then submit **all codes** at one time.



After Logging in:

- Select "My CLE"
- Select Program Format
- Search Program
- Select "Record Session Attendance"
- Enter CLE code and Certify
- Select "Record Attendance"
- **Select "Review Totals & Submit to AILA"**

A screenshot of the AILA website's "My CLE" page. The page has a dark blue header with the AILA logo and navigation links: "Connect and Get Involved", "Member Directories", "Research Tools", "Resources", and "Events and Training". Below the header, there's a sub-header with "My AILA", "My Addresses", "My CLE" (highlighted with a red box), "My Customizations", and "My Research Library". The main content area is titled "Search On Demand Recording CLE Events" and includes search filters for "Event Type", "Event Name", and "Event Date". Below the filters, there's a section for "Results for On Demand Recording Events" with a table of events. The table has columns for "Event Name", "Event Date", "Record Session Attendance", and "Submit Attendance to AILA". The first row shows the "2025 AILA Fall Conference and Webcast - In Person" event, with a "RECORD SESSION ATTENDANCE" button and a "REVIEW TOTALS & SUBMIT TO AILA" button (highlighted with a red box).

Event Name	Event Date	Record Session Attendance	Submit Attendance to AILA
2025 AILA Fall Conference and Webcast - In Person Click to View Program Details: Business_Hot_Topics_and_Worksite_Enforcement_Tracks-2.pdf Technology_and_Innovation_Summit_and_Law_Practice_Management_Tracks-2.pdf Asylum_and_Removal_Hot_Topics_Tracks-2.pdf	09/11/2025 - 09/12/2025	RECORD SESSION ATTENDANCE	REVIEW TOTALS & SUBMIT TO AILA

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”**

A screenshot of a web application interface titled "My CLE Certificates". The page includes a header with a document icon and the title. Below the header is a paragraph of placeholder text. A red rectangular box highlights a search filter section containing three dropdown menus labeled "Format", "State", and "Year", each with "All" or "2025" selected. Below these is an "Event Name" text input field and a blue "SEARCH" button. A note below the filters states: "Use the filters above to refine results. You will only see results for events for which you have submitted attendance." The main content area displays two program entries. Each entry shows the program title "Asylum Claims Based Upon a 'Pattern or Practice' of Persecution and Disfavored Groups", the state ("State: Florida" and "State: Virginia" respectively), and the type ("Type: OnDemand"). To the right of each entry is a button labeled "DOWNLOAD EVENT CLE CERTIFICATE" with a download icon. The bottom of the screenshot is faded and shows a duplicate of the same interface.

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”

A screenshot of a web application interface titled "My CLE Certificates". At the top, there is a header with the title and a paragraph of placeholder text. Below this, there are three dropdown menus for "Format" (set to "All"), "State" (set to "All"), and "Year" (set to "2025"). An "Event Name" search bar is followed by a blue "SEARCH" button. A red rectangular box highlights the search results area. Inside this box, there are two identical entries for the program "Asylum Claims Based Upon a 'Pattern or Practice' of Persecution and Disfavored Groups". Each entry shows the state as "Florida" and "Type: OnDemand", followed by a right-pointing chevron and a button labeled "DOWNLOAD EVENT CLE CERTIFICATE". Below the red box, a blurred version of the same interface is visible, suggesting a scroll action.

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”**

A screenshot of a web application interface titled "My CLE Certificates". The interface includes a header with a document icon and the title. Below the title is a paragraph of placeholder text. A filter section contains three dropdown menus for "Format" (set to "All"), "State" (set to "All"), and "Year" (set to "2025"). Below these is a text input field for "Event Name" and a blue "SEARCH" button. A note states: "Use the filters above to refine results. You will only see results for events for which you have submitted attendance." The main content area displays two program entries. Each entry shows the program title "Asylum Claims Based Upon a 'Pattern or Practice' of Persecution and Disfavored Groups", the state (Florida and Virginia respectively), and the type "OnDemand". To the right of each entry is a button with a download icon and the text "DOWNLOAD EVENT CLE CERTIFICATE". The entire interface is shown within a rounded rectangular frame, with a faint, larger version of the same interface visible in the background below it.

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 'My Profile' page in the AILA account system. The page is enclosed in a dark blue rounded rectangle. At the top left is a person icon and the text 'My Profile'. At the top right is a red-bordered button with a pencil icon and the text 'Edit'. Below this is a profile card for 'American Immigration Lawyers Association' with the address 'Washington, DC 20005'. Underneath the card are several form fields: 'Phone: (202) 507-7600', 'Email:', 'Website:', 'Social Media:' (with sub-fields for Facebook, X, and LinkedIn), 'Law School:', 'Bar Admissions:', and 'Federal Court Admittance:'. The bottom of the page shows a reflection of the form.

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)', a dropdown for 'Graduation Month', and a text field for 'Graduation Year'. Below these is a section for 'Federal Court Admittance(s)' with a list box showing 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. At the bottom is a 'Bar Memberships' section with a 'State' dropdown, a 'Bar Number' text field, and '+' and '-' buttons to add or remove entries. The entire 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 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)', a dropdown for 'Graduation Month', and a text field for 'Graduation Year'. Below these is a dropdown for 'Federal Court Admittance(s)' which is open, showing options like 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit'. A red arrow points to this dropdown. At the bottom, there is a 'Bar Memberships' section with a 'State' dropdown and a 'Bar Number' text field, followed by '+' and '-' buttons to add or remove entries.

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**

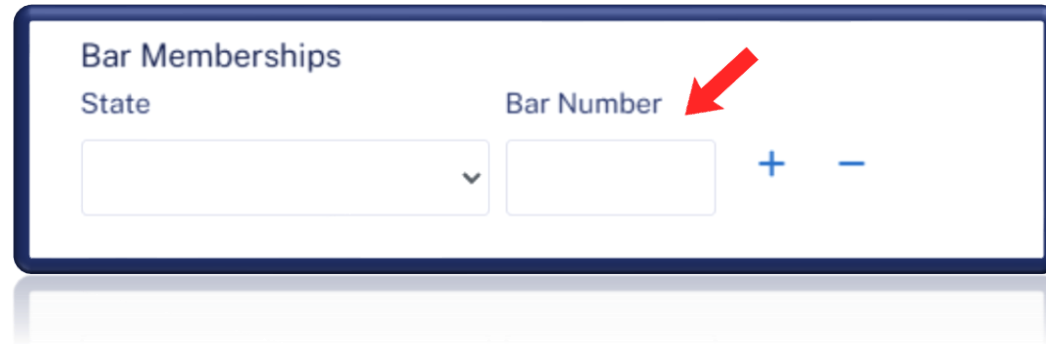
A screenshot of a web form titled "Bar Memberships". The form is enclosed in a dark blue rounded rectangle. It contains two main input fields: "State" and "Bar Number". The "State" field is a dropdown menu with a small downward arrow on the right, and a red arrow points to it from the left. The "Bar Number" field is a standard text input box. To the right of the "Bar Number" field are two small blue buttons, a "+" and a "-". The entire form has a subtle reflection 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 a web form titled 'Bar Memberships'. The form has a dark blue border and a light gray background. It contains 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 to the 'Bar Number' field. The form is set against a white background with a subtle 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 a web form titled "Bar Memberships". It contains two input fields: "State" (a dropdown menu) and "Bar Number" (a text box). To the right of these fields are two small blue icons, a plus sign (+) and a minus sign (-). A red arrow points to 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 AILA account management interface, specifically the 'Bar and Court' section. The form is titled 'Bar and Court' and contains several input fields: 'Law School' (a dropdown menu), 'Law School (if other)' (a text input), 'Graduation Month' (a dropdown menu), 'Graduation Year' (a text input), 'Federal Court Admittance(s)' (a list box with 'Central District of California', 'Central District of Illinois', and 'D.C. Circuit' visible), and 'Bar Memberships'. The 'Bar Memberships' section includes a 'State' dropdown menu, a 'Bar Number' text input, and a '+' button. At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangular box. The entire form is enclosed in a dark blue rounded rectangle, which is itself set against a light blue background.