

CLE Entry Frequently Asked Questions

Q1: Do I need to create an account on NALA.org to enter CLE?

No, NALA has created an account for you using your primary email address on file with us. If unsure of your login, contact NALA by email or phone.

Q2: Where do I go on NALA.org to add new CLE to my transcript?

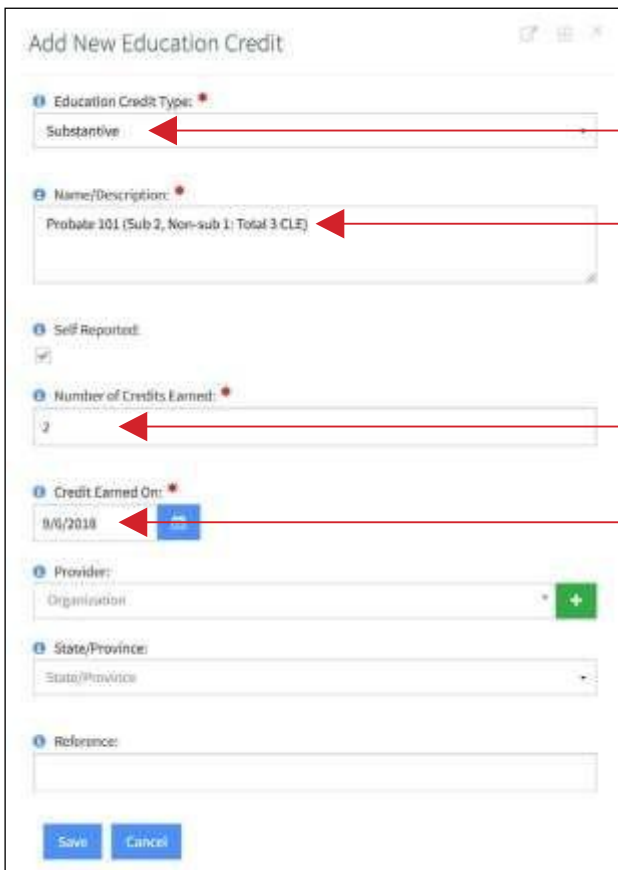
Nala.org> Quick Links > View/Enter CLE <https://portal.nalamember.com/account/profile.aspx?tab=educationcredits>

Q3: I don't see the "Quick Links" box, where is it?

Click on the NALA logo if the black and white "Quick Links" box isn't on the login page. The quick links box will appear on the right side of the screen, directly under the scrolling pictures.

Q4: How do I complete the CLE fields?

1. When entering CLE, only complete the required fields that have the * mark. If other fields are completed, you may get an error message.
2. Course date should be the date the course was completed.
3. Courses with different credit types (substantive, non-substantive and legal ethics) need to be entered separately with the combined entries totaling the number of hours awarded for attending the course/seminar.
 - a. When entering courses with multiple credit types, please do the following:



The screenshot shows a web form titled "Add New Education Credit". The form contains several fields with red arrows pointing to them from the right:

- Education Credit Type:** A dropdown menu with "Substantive" selected.
- Name/Description:** A text area containing "Probate 101 (Sub 2, Non-sub 1; Total 3 CLE)".
- Number of Credits Earned:** A text input field containing the number "2".
- Credit Earned On:** A date picker showing "9/8/2018".

 Other fields include "Self Reported" (checkbox), "Provider" (text), "State/Province" (dropdown), and "Reference" (text). "Save" and "Cancel" buttons are at the bottom.

Type of CLE credit you are recording.

The course name and description field with hours awarded broken down (if more than just one credit type).

Enter the number of hours taken for the credit type selected. You will need to do a second entry for the other credit type with the same title and the number of hours taken for that credit type. The combined entry should equal the total hours earned.

Although some courses, seminars, and conferences cover multiple days, the date entered should be the date the course was completed.

4. Courses that are less than a full hour must be entered with a 0 in the ones column. For example, a course that includes 30 minutes of legal ethics would be entered as 0.50. The system may not accept .50

Q5: Do I need to send in verification for the courses I have taken?

No, verification is not required unless requested. We request verification if the Certifying Board randomly audits your CLE account. (See Q6 for instructions of how to submit those hours.)

Q6: How do I enter credit and submit verification for courses over 10 hours, publications, presenting or college courses?

For now, these types of courses are entered the same way with two exceptions. Hours must be added to your transcript online before verification will be accepted. It will only be accepted if submitted with the below information.

The screenshot shows a form titled "Add New Education Credit" with the following fields:

- Education Credit Type: Substantive
- Name/Description: College Course: Probate 101
- Self Reported:
- Number of Credits Earned: 3
- Credit Earned On: 9/6/2018

EXCEPTION 1:

In the course name/description field begin with the type of CLE Program credit is being submitted for: College Courses, State Specialty Certifications, Presenting/Teaching, Published Articles or Training for Volunteer Activities.

EXCEPTION 2:

After entering the course in the system, send an email to cle@nala.org with supporting documentation. The subject line should include your account number and verification required for the type of program being verifying. Pages 30-33 on the below link states the required documentation for the course type:

https://www.nala.org/sites/default/files/files/users/2019%20CP%20Program%20Handbook_0.pdf

Subject #210824 CLE Verification for College Course

Q7: Where do I find my account number?

Go to www.nala.org > Login using your preferred email and password > Find the Quick Links box > Click My NALA Account > Click on Overview. Your account number will appear next to your photo.

The screenshot shows the NALA user profile page with the following elements:

- Navigation tabs: Overview, Account, Organizations, Purchases, Requests, Documents
- NALA logo
- Account number: #210852
- Address: 7666 E 61st St Ste 315, Tulsa, Oklahoma 74133-1150, United States

Q10: Do I need to ask for preapproval before taking a course?

Certified Paralegals do not have to seek preapproval. Generally, programs that are from reputable companies, feature attorneys or attorney/paralegal teams, and are on subjects that are of a substantive nature will qualify for CLE credit. Credit is awarded based on actual time of the course program, either live or recorded.

Q11: What is a NON-SUBSTANTIVE credit?

Non-substantive credit is mediation, law office management, computer programs or applications, communications, office technology, self-help, mental health or prevention of substance abuse courses.

Q12: What is the difference between an ethics and Legal Ethics course?

Ethical courses that do not include “in the delivery of legal services” is not legal ethics. For purposes of CLE, legal ethics is defined as the code of professional responsibility detailing the moral and professional duties required in the delivery of legal services.

Q13: Will NALA enter CLE for me?

No, NALA no longer enters CLE. Certificants are now required to enter their own CLE. However, courses taken through NALA are entered by NALA within 24 to 48 hours after completion. <https://www.nala.org/sites/default/files/files/users/How%20do%20%20enter%20CLE.pdf>

Q14: Why can't I recertify online?

There are several reasons someone may not be able to recertify online:

1. Doesn't qualify to recertify – Not enough hours. Certificants must have at least 50 CLE hours including 5 hours of Legal Ethics, not exceeding 10 hours of non-substantive credit in their total hours earned.
2. Past your certification expiration date and/or past your extension expiration date.
3. It is too soon to recertify. You can only recertify 30 days prior to your certification's expiration date.

Q15: What's the best way to communicate with NALA regarding CLE?

E-mail. Please include your name and account number as it is listed with NALA. E-mails can be sent to cle@nala.org for CLE or recertification questions.