Program Name
CLE Activity Number: XXXXXX

Submitting CLE Credits Online

1. VISIT **kybar.org/CLE**
2. SELECT **Member CLE Portal** Access Here
3. UNDER **Credit Reporting** SELECT Report CLE Credits
4. YOU MAY SEARCH FOR A PROGRAM BY **Activity Number**, ANY PART OF THE **Program Name**, AND/OR **Provider Name**. FILL IN THIS INFORMATION AND CLICK "SEARCH."
5. LOCATE THE PROGRAM IN THE LIST AND CLICK "SELECT."
6. ENTER THE TOTAL AMOUNT OF CREDITS EARNED. REPEAT FOR ETHICS HOURS TO ENTER THE ETHICS CREDITS EARNED.
7. CLICK THE BUTTON UNDER **Certification** TO CERTIFY THAT THE REPORTED CREDITS ARE TRUE AND ACCURATE.
8. CLICK THE BLUE **Submit Credit** BUTTON.
9. YOUR CREDIT HAS NOW BEEN ADDED AND WILL APPEAR ON YOUR TRANSCRIPT.