

Submitting CLE Credits Online

1

VISIT www.kybar.org

SELECT

CLE

2

3

SIGN IN TO YOUR

Member CLE Portal

SELECT **Submit New Credits**

⚙️ CLE CREDITS

Submit New Credits

4

5

CLICK ON THE **Program** BOX AND TYPE IN THE **Activity Number**.
Wait for the system to locate the program and for the
field to populate. CLICK ON THE BOX TO SELECT THAT PROGRAM.

CLICK **Next**.

6

7

CLICK "**Total CLE**" AND ENTER THE AMOUNT OF CREDITS EARNED.
REPEAT FOR "**Ethics**" TO ENTER THE ETHICS CREDITS EARNED.

TYPE YOUR **name as your
certification** AND **signature**.

8

9

CLICK **Next**.

YOUR CREDIT HAS NOW BEEN ADDED AND WILL APPEAR ON YOUR TRANSCRIPT.

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