

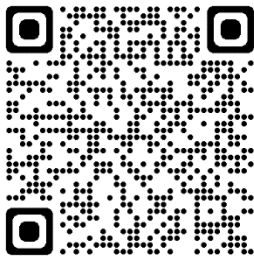


CLE/CPE INFORMATION

- Attendees are responsible for submitting their own CLE/CPE and paying any fees.
- Before submitting, check the [NC Bar's website](#) to ensure the class has been approved. Class approvals may take up to 45 days from the date of the event.

FOR NON-NC JUDICIAL BRANCH ATTENDEES:

- If you are **not a NC Judicial Branch employee** and would like proof of attendance for CLE/CPE, please [fill out this form](#) or scan the QR code:



This form applies only to ICMS Odyssey, File and Serve, and Portal courses. Upon completion, you will receive a pre-filled CPE form via email. This form may also be used as proof of attendance for CLE. Follow your normal procedures to self-report CLE/CPE hours.

If you have any questions, please contact CLEinfo@nccourts.org

FOR NC JUDICIAL BRANCH EMPLOYEES ONLY:

- **For NC Judicial Branch employees only:** Follow these steps to self-report your attendance within 30 days of completion:
 - Download a Certificate of Completion from your transcript in the Learning Center.
 - Log in to the **Learning Center**.
 - Go to the **Learning** tab and click **View Your Transcript**.
 - Click the **Active** dropdown box and choose **Completed**.
 - Find the course title, then click **View Certificate** to open the certificate in a new window.
 - Click the **Save** icon to save the certificate to your local files.
 - Email the certificate to clecompliance@ncbar.gov. Include your Bar number in the body of the email.
 - This certificate can also serve in lieu of a signed CPE form for CPE submission.
- Check the [NC Bar portal](#) to check the status of your CLE.
- If you have any questions, please contact CLEinfo@nccourts.org

