



## 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.
- 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](mailto: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](mailto:CLEinfo@nccourts.org)

### FOR EXTERNAL (NON-NCJB) ATTENDEES ONLY:

- 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](mailto:CLEinfo@nccourts.org)