



**Commission on Continuing Legal Education**  
Judicial Branch Building, 1111 East Court Avenue, Des Moines, Iowa 50319  
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***CLE Sponsor Tutorial for Internet Filing of Accreditation  
Applications, Payment of Fees and Other Functions***

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**Introduction**

Internet filing of your continuing legal education (CLE) applications for accreditation and payment of associated annual fees is available at the Professional Regulation Online Access site on the Internet. You are encouraged to use the Internet filing option in lieu of traditional paper filing. Internet filing of your applications will significantly reduce the overall time required for transmission and processing of your applications, avoid the need to prepare paper checks to pay accreditation fees, and place a more complete set of program information on the commission web site for viewing by prospective lawyer attendees. There is no additional charge for Internet filing.

## **General Instructions on Using Professional Regulation Online Access**

**Browser:** The site has been tested most extensively using Internet Explorer as a browser. Firefox, Slimbrowser, Opera and other browsers should function also, but have not been tested as extensively.

**Screen Size:** The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

**Screen Narratives:** Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, may assist you.

**Payment of Fees:** Fees associated with your applications are payable at the time an application is submitted. The Professional Regulation Online Access site will accept payment by Mastercard or Visa, so you will want to have your credit card information available when you file your applications.

**If You Want to Stop a Process :** At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry "My Account Page for Sponsor" where it appears on the menu on the left side of your screen.

**If You Need Help:** General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, is available 24 hours a day from the ITE Help Desk (Iowa Department of Administrative Services) at 515-281-5703. Assistance with substantive aspects of the site, such as CLE approval standards or similar matters is available during normal business hours at the office of Supreme Court Commissions at 515-725-8029.

## **Accessing the Professional Regulation Site**

The web address for the professional regulation site is: <http://www.iacourtcommissions.org>

To access the site, just open up Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the Professional Regulation Online Access site should open.

## Searching the Database of Approved CLE Events

On the left side of the front page of the site appears a menu of items, one of which is entitled "Search CLE Events." The CLE search utility allows anyone to search the database of CLE events submitted to the Commission on Continuing Legal Education (CLE) for review. You do not need to be logged in to the site as a user to search the CLE event database. When you click on this menu item, the explanation page shown at the right will appear.

### Search Continuing Legal Education Events

This process allows a user to view the programs and classes submitted by a sponsor for approval by the Commission on Continuing Legal Education. All of the programs and classes submitted by the sponsor during at least the past two years will be listed, in descending chronological order. The current status — Approved, Denied, Cancelled or Need More Information — will be shown for each class session. Classes that have a status of Pending will not be shown. The user may narrow the display of programs by entering a keyword search or terms before hitting the "Find Now" button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the sponsor will be shown and will be available for download.

**Important Note:** The "Field of Practice" designation is provided by some CLE sponsors only as an aid to lawyers seeking programs or classes pertaining to particular subject matter. The "Field of Practice" designation is not intended to certify that any part of a program qualifies for credit toward qualifications to advertise in a field of practice under Rule 41.9. Each lawyer submitting a report under Rule 41.9 is responsible for determining what portion of each program or class the lawyer attends reasonably qualifies as a course of study in each field of practice the lawyer intends to advertise in under Rule 41.9.

| Continue |

Clicking "Continue" on the explanation page will cause the actual search page to appear. You may conduct a basic keyword search of the database, or an advanced search using more refined search parameters. To conduct a search, enter your desired search terms in the desired windows, and then click the "Find Now" button. It is possible to bookmark this actual search page for future use, so that you need not view the explanation page every time you access the search utility.

### Continuing Legal Education Events - Basic Search

NOTE: You must provide a value for at least one of the fields below.

Keyword Search:

OR

### Continuing Legal Education Events - Advanced Search

Activity ID:   
Sponsor Name or Acronym:   
Program Name:   
Program Description:   
Country:   
Location City:   
Location State:   
Start Date(mm/dd/yyyy):   
End Date(mm/dd/yyyy):   
Credit Hours Approved:   
Ethics Hours Approved:   
Field Of Practice:   
Class Type:

## Getting Your Username and Password as Contact Person for Your Sponsor Employer

Before a sponsor's employees may log in to the site and perform functions, one or more employees must register as contact persons or representatives, and each must select a user name and password. As a part of this process, they will be required to enter the Registration Key that was provided in your announcement letter or message. To begin the process for creation of your user name and password as a contact person, look on the menu along the left side of the front page of the Professional Regulation Online Site for an entry entitled "New CLE Sponsor Contact Registration" and click on that entry. A page like the one shown to the right will appear. Complete all of the information noted. When you have completed the information requested on this screen, press "Continue."

The screenshot shows the "Step 1 - New CLE Sponsor Contact Registration" form. On the left is a navigation menu with options: Username, Password, Login, Forgot Password, Home, Search Lawyers, Search CLE Sponsors, Search CLE Events, Search Disability and Discipline Orders, and Contact Us. The main content area has a header "JUDICIAL BRANCH" and a sub-header "Step 1 - New CLE Sponsor Contact Registration". A note states: "NOTE: Required fields are identified by an asterisk (\*)". The form includes a dropdown menu for "Select a Sponsor" (IOWA JUDICIAL BRANCH), a text field for "Registration Key", and asterisked fields for "Username" (pweck), "Password", "Confirm Password", "First Name" (Paul), "Last Name" (Weck), "Email Address" (paul.weck@jb.state.ia.us), "Phone Number" (515-725-8029), and "Ext". A "Continue" button is at the bottom. A footer note says: "This process allows a person to register as a sponsor contact. You will need to know your Sponsor's Registration Key."

You will then see a screen like the one shown to the right, which confirms the information you entered on the previous screen. Be sure to record the user name and password you select during this process. If you need to correct any information, you may use the "Back" button to return to the previous screen. Otherwise, record your user name and password, and click the "Submit" button to complete the registration process.

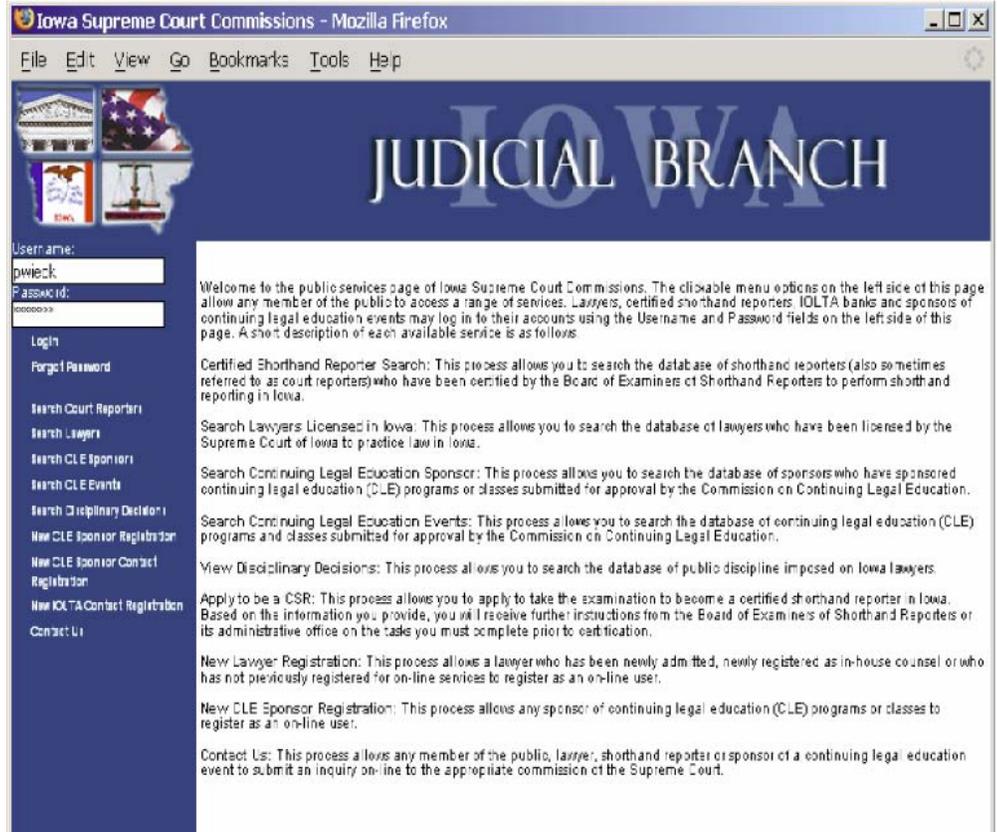
The screenshot shows the "Step 2 - New CLE Sponsor Contact Registration" confirmation screen. It features the same navigation menu as Step 1. The main content area has a header "JUDICIAL BRANCH" and a sub-header "Step 2 - New CLE Sponsor Contact Registration". A note states: "NOTE: The Registration Key you entered matches the Sponsor you selected. Please verify that all the information you provided is correct. Be sure to remember your username and password, you will need these to login and edit sponsor information." Below this, the user's information is displayed: "Your Sponsor: IOWA JUDICIAL BRANCH", "Registration Key:", "Username: pweck", "Password:", "Email Address: paul.weck@jb.state.ia.us", and "Phone Number: 515-725-8029 Ext". "Back" and "Submit" buttons are at the bottom. A footer note says: "This process allows a person to register as a sponsor contact. You will need to know your Sponsor's Registration Key."

You then will see a screen like the one shown to the right, which confirms completion of the registration process. Once you have completed this process, return to the site home page by clicking the button entitled "Go To Home."

The screenshot shows the "Step 3 - New CLE Sponsor Contact Registration" completion screen. It features the same navigation menu as the previous steps. The main content area has a header "JUDICIAL BRANCH" and a sub-header "Step 3 - New CLE Sponsor Contact Registration". A message states: "You are now registered as a new Continuing Legal Education Sponsor Contact. You may use your new username and password to login and edit your sponsor information." A "Go To Home" button is centered below the message. A footer note says: "This process allows a person to register as a sponsor contact. You will need to know your Sponsor's Registration Key."

## Logging In

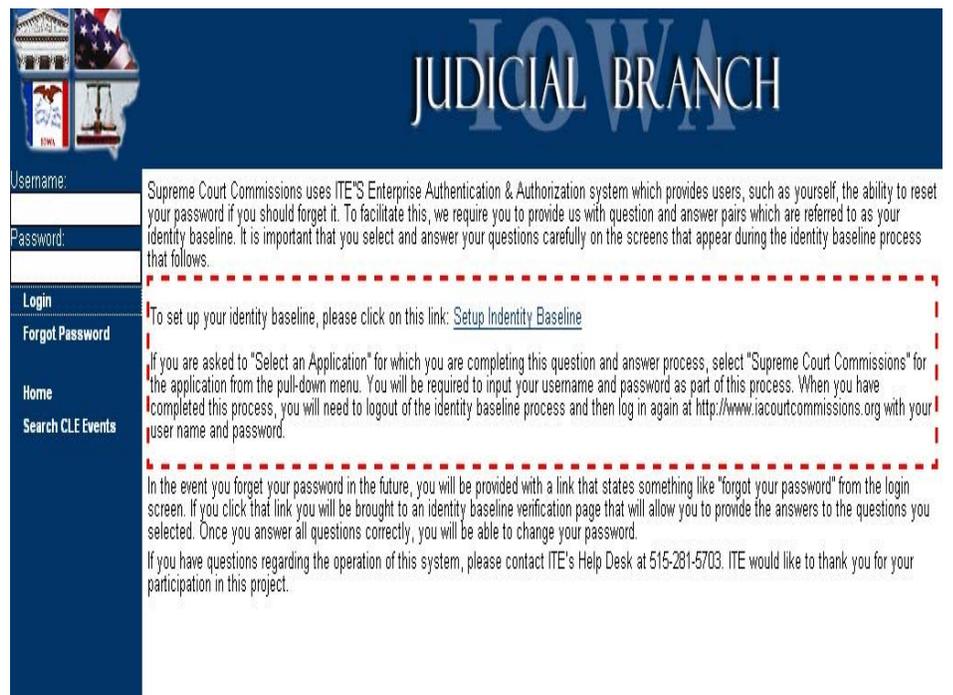
Most site functions for sponsors require that you log in as a user. Near the top left corner of the front page, you will see two windows labeled "Username" and "Password." You will need to type the user name and password you submitted during the contact person registration process in the appropriate windows, and then click the "Login" logo directly under the Password window. Note that these entries are case-sensitive. The very first time you log in, you will be shown the Enterprise Authentication and Authorization (A&A) page described below.



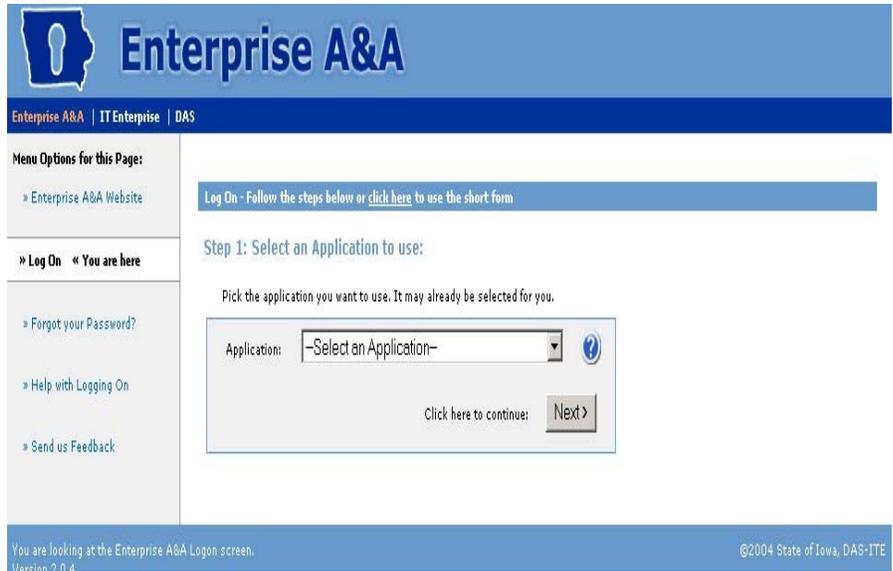
## Enterprise Authentication and Authorization (A&A)

The first time you access the Professional Regulation Online Site, you will be directed to the Enterprise Authentication & Authorization system to set up your identity baseline. Setting up your identity baseline provides you the ability to reset your password if you should forget it in the future.

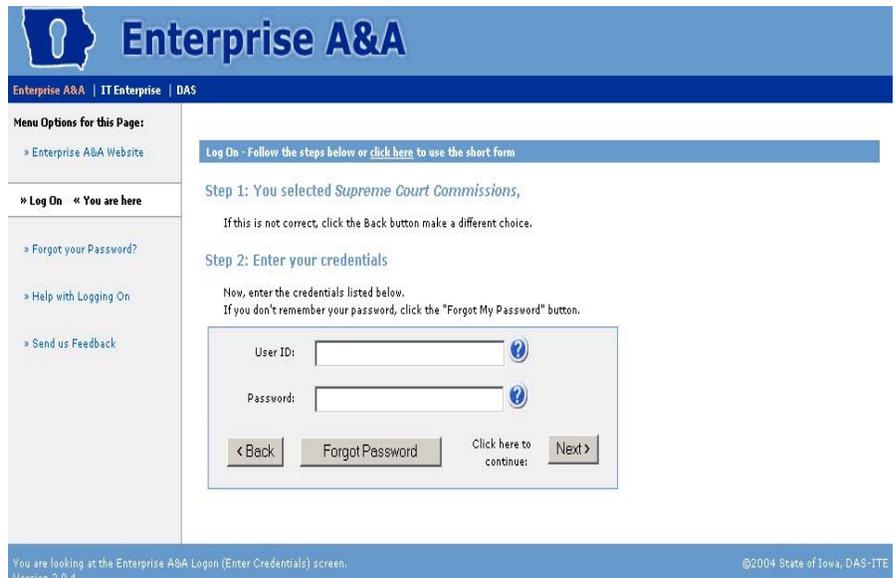
To start the identify baseline process, carefully read the page at the right when it appears, and click on "Setup Identity Baseline" to continue.



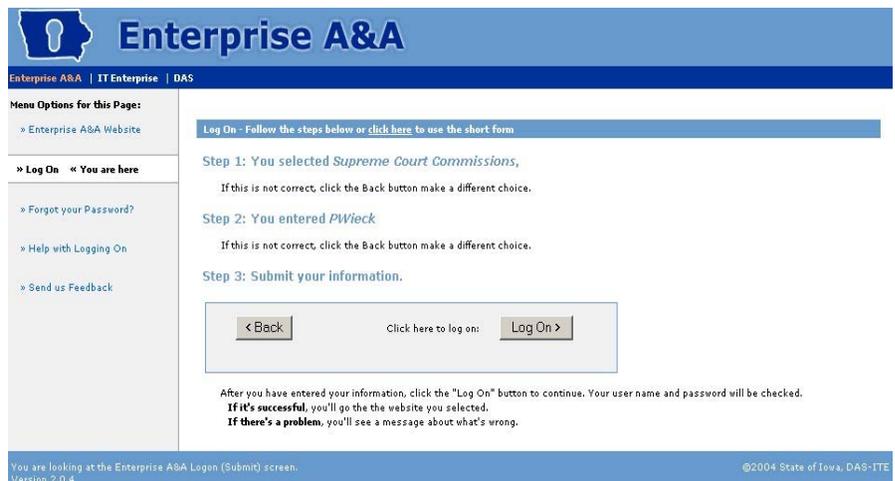
The site interface with the Enterprise A&A function is designed to automatically set “Supreme Court Commissions” as the application for you, so the page at the right should not appear. However, if it does, select “Supreme Court Commissions” from the long pull-down menu and then click “Next.”



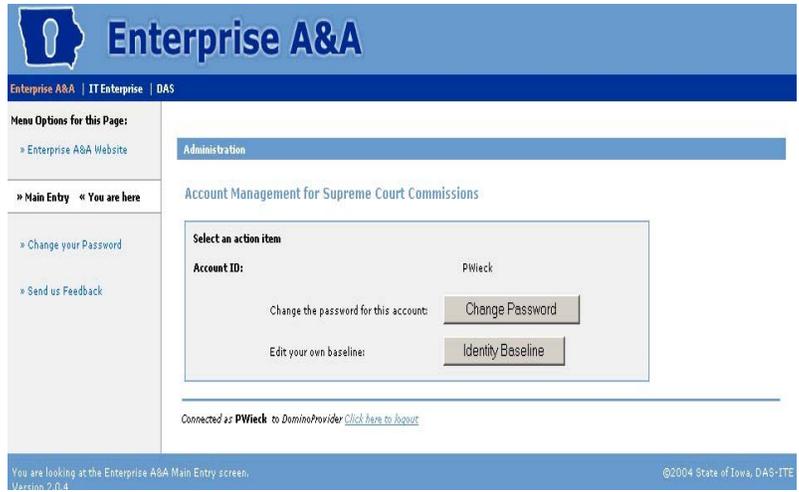
The page shown at the right will appear. You will need to enter your user name and password and then click the “Next” button.



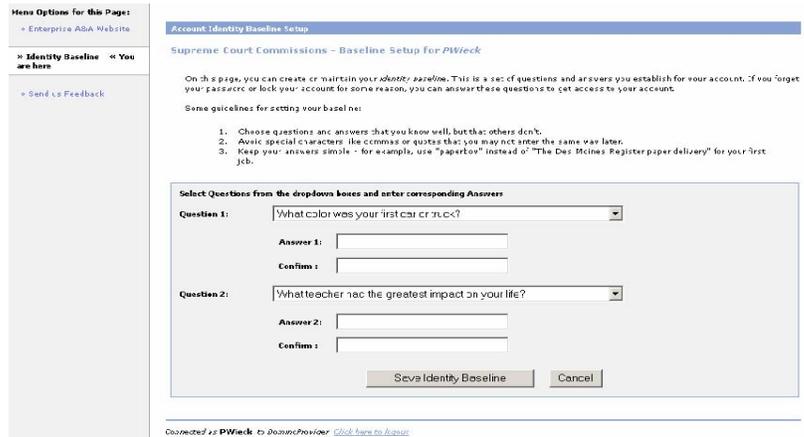
After you have entered your user name and password, the page shown at the right will appear. Verify that Supreme Court Commissions and your user name are shown in Step1 and Step 2, and then click on the “Log On” button under Step 3 to proceed to the next page.



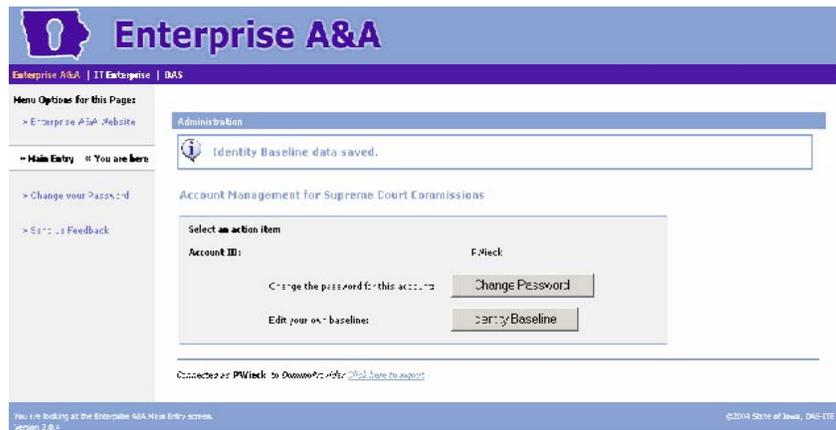
The page shown at the right will appear, offering you two menu options. Click on the “Identity Baseline” button to begin the process of creating your identity baseline.



The page shown at the right will appear. On this page, you must select your two baseline questions from the pull-down menus, and input and confirm your answers to each of these questions. When you have finished selecting your baseline questions and confirming your answers, click the “Save Identity Baseline” button to return to the A&A menu page. You may want to record the questions and answers you entered on this page for future use.

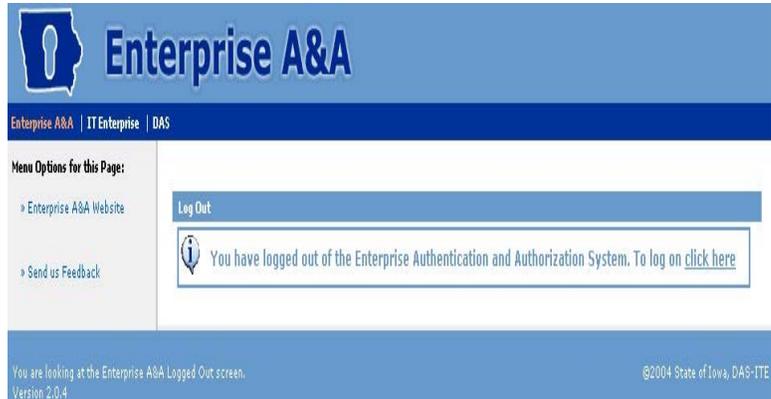


After you have entered your baseline questions and answers, you will be returned to this page, which will confirm that your identity baseline information has been saved.



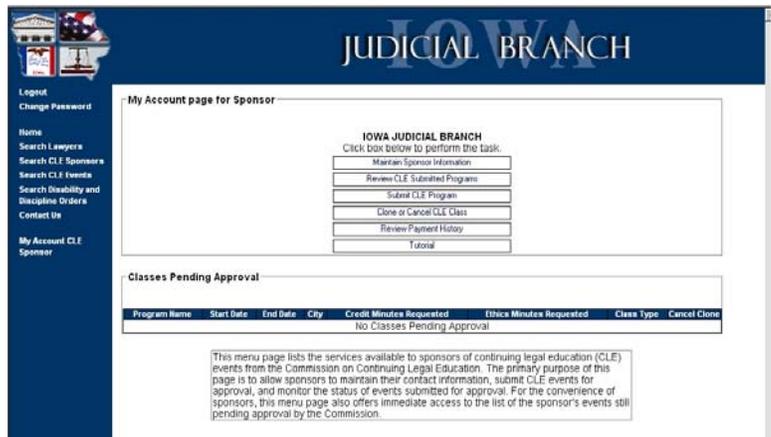
You may now click on the “Click here to logout” logo near the bottom of the page to log out of the A&A process.

When you log out of the A&A function, you will be shown this page. You will then need to manually direct your Internet browser back to the Professional Regulation Online Site (<http://www.iacourtcommissions.org>) and log in to the site again using your username and password, at which point you will see the main menu for sponsors.



### Navigating the Menu Page

After you have entered your user name and password the clicked the “Login” button, your personal menu page entitled “My Account Page for Sponsor” will appear. This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process. The second component is a list of CLE classes you previously have submitted and which are still pending approval.



### Maintain Your Sponsor Information

You should review and update your sponsor information the first time you access the Professional Regulation Online Access site, and any time thereafter that your sponsor or contact person information changes. To start this process, click on the menu item “Maintain Sponsor Information” under the General Functions heading.



The page depicted at the right will appear, showing the information currently stored in the database regarding your sponsor entity. Note that the first time you perform this function, you may be required to enter certain minimum address and other contact information before the system will allow you to complete this function. When you are done entering the information specified on the page during Step 1, click “Continue.” If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed.

If your changes are accepted, you will be shown a page like the one to the right, marked “Step 2,” for your review. If you are satisfied with the accuracy of the information shown on this page, click “Submit” to finish this process. If you are not satisfied with the information on this page, you may click the “Back” button to return to Step 1.

**JUDICIAL BRANCH**

Step 2 - Maintain Sponsor Information

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

Sponsor Name: IOWA JUDICIAL BRANCH  
 Sponsor Acronym:  
 Business Address 1: Judicial Branch Building  
 Business Address 2: 1111 E. Court Avenue  
 Business Address 3:  
 Country: United States  
 City: Des Moines  
 State Province: Iowa  
 Zip Postal Code: 50319  
 Business Phone Number: 515-242-0190  
 Registration Code: C00GG54e

Registered Contacts:	first name	last name	email address	phone number ext
	Jerry	Beatty	jerry.beatty@jbs.state.ia.us	2-0190
	Paul	Wieck	phwieck@mailshell.com	515-725-8029

Back Submit

When you click “Submit” to complete the process, you will be shown this menu, confirming completion of the process. You may click on the button entitled “Go To My Account” to return to the My Account Page for Sponsors.

**JUDICIAL BRANCH**

Step 3 - Maintain Sponsor Information

Your information has been saved.

Go To My Account

### Submit a CLE Program (for Approval)

This process allows a sponsor to submit a program and associated class sessions for approval by the Commission on Continuing Legal Education. At least one class session must be created for each program. The type of class session may vary. For example, the program might have a live class session, a satellite transmission to multiple locations, a live webcast class, or a delayed or on-demand webcast class.

The required fields include Program Name, Description, Enrollment Fee, Sponsor, Dates, City, State, Address, Telephone Number, Credit Requested and Class Type. Also, at

Submit Program Step 1 - Microsoft Internet Explorer

Address: https://www.iacourtcommissions.org/ico/SubmitCLE/SponsorProgram.do

**JUDICIAL BRANCH**

Step 1 - Submit CLE Program

Required fields are identified by an asterisk (\*)

\*Program Name:   
 \*Description:   
 \*Enrollment Fee:  Yes  No If Yes, Fee Amount: \$   
 \*Attachments:  Browse Upload  Uploaded files  
 Attachment instructions: Minimum of one (1) attachment is required. Generally, this should be the agenda or brochure for the program, which should provide sufficient detail regarding the schedule and content to allow the Commission to make an informed decision regarding seminar content and actual instruction time. For additional guidance, see the discussion at the bottom of this page or call the Commission at (515) 725-8029.  
 Area of Law: Any  
 Classes:

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	City	State	Address	Phone (xxx xxx xxxx)	Credit Minutes Requested	Ethics Minutes Requested	Class Type	Name
			Alabama					Live Webcast	

Add Class Continue

least one attachment must be uploaded. Generally, this will be the agenda or brochure for the program, which should include sufficient detail regarding the schedule and content to allow the Commission to make an informed determination regarding both seminar content and actual instruction time. The

sponsor also may want to upload the outlines for sessions for which ethics credit is requested, especially if the general brochure or agenda does not specifically describe the ethics content. Sponsors are asked not to upload outlines for seminars in their entirety. Attachments uploaded by the sponsor will be available to the public, including lawyers browsing the database of CLE programs in search of classes to attend.

The "Area of Law" designation is optional, and is collected only as an aid to lawyers seeking programs or classes pertaining to particular subject matter. The "Area of Law" designation is not intended to certify that any part of a program or class qualifies for credit toward qualifications to advertise in a field of practice. The "Credit Minutes Requested" and "Ethics Minutes Requested" should be completed with the sponsor's calculation of the total actual instruction time and total actual legal ethics instruction time, respectively. Time used for breaks, meals, introductory remarks and concluding remarks should not be counted when calculating instruction time. Additional information regarding the accreditation policies of the Commission is available at the Commission's general web page: <http://www.judicial.state.ia.us/regsg/conted.asp>

If you are charging the attending lawyers any kind of fee other than the bare, actual cost of a meal provided the attendees, you must mark "Yes" in the Enrollment Fee area and indicate the amount of the fee you are charging. A \$25 application fee will be payable with your application by credit card, later in the application process.

During Step 2 of the process, you will review your submission for accuracy, and then submit it to the commission for review. Please review the information shown on the page, which will be similar to the one shown to the right. If some of the data is incorrect, please click on the 'Back' button to go to the previous page and correct the data. If all of the information is correct, please click the "Continue" button.

If you are charging lawyers a fee for attending the program, and no exception exists under rules of the Commission, a \$25 application fee will be payable with your application. The credit card payment screen will appear as shown to the right. Once you have completed the information requested on this screen, click "Submit" to make the payment and submit the program for review.

Once you have submitted the program, you will be shown a confirmation screen. A sample confirmation screen is shown to the right. You may print a copy for your records using your browser controls. Clicking the "Go to My Account" button will return you to the main menu.

**Step 2 - Submit CLE Program**

Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go to the previous page and correct the data. If all the following information is correct, please click on the 'Continue' button.

**Program name:** ETHICS CHESS. THINKING AHEAD TO AVOID ETHICAL DILEMMAS  
**Program Description:** This course provides real tools and strategies to help the practicing attorney avoid legal ethics problems.

**Enrollment Fee:** Yes: \$80.00

**Attachments:** Uploaded files: 20060912101256811.pdf

**Area of Law:** Any

Classes	Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
	08/31/2006	08/31/2006	WASHINGTON	District of Columbia	1250 H STREET NW	202-626-3488	180	180	Standard (five)

Buttons: Back, Continue

**Step 3 - Submit CLE Program**

\*Credit Card Type: Visa  
 \*Credit Card Number: [input]  
 \*Expiration Date: 01/2006 - 12/2006

\*First Name: [input]  
 \*Last Name: [input]  
 \*Company Name: [input]  
 \*Address Line 1: [input]  
 \*Address Line 2: [input]  
 \*City: [input]  
 \*State Province: Select [dropdown]  
 \*Zip Code: [input]

(By clicking below you agree to charge the above credit card for the amount of \$25.00)

Buttons: Back, Submit

CONFIRMED logo

**Step 4 - Submit CLE Program**

Your Continuing Legal Education Program has been submitted. Please print a copy of this receipt page for your records.

**Program name:** ETHICS CHESS. THINKING AHEAD TO AVOID ETHICAL DILEMMAS  
**Program Description:** This course provides real tools and strategies to help the practicing attorney avoid legal ethics problems.

**Enrollment Fee:** No

**Attachments:** Uploaded files: 20060912101256811.pdf

**Area of Law:** Any

Classes	Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
	08/31/2006	08/31/2006	WASHINGTON	District of Columbia	1250 H STREET NW	202-626-3488	180	180	Standard (five)

Button: Go to My Account

## Review Submitted CLE Programs

This process allows a sponsor to view the programs and classes submitted by the sponsor for approval by the commission. All of the programs and classes submitted by the sponsor during approximately the past two years will be listed, in descending chronological order. The current approval status--Pending, Approved or Denied—will be shown for each class session. The sponsor may narrow the display of programs by entering a keyword search term or terms, hitting the “Find Now” button and viewing the revised list produced by the search. Any written materials associated with a program and previously uploaded by the sponsor will be shown and will be available for download.

**Continuing Legal Education Events Basic Search**  
NOTE: You must provide a value for the keyword field below to search Program Name and Program Description.

Keyword Search:   
Find Now

**Review Submitted Programs**  
Program Name: 2006 IOWA JUDICIAL INSTITUTE [Close Program](#) [Add Class](#)  
Program Description:   
Area Of Law: Any [Attachments: add](#)

Classes:

Activity ID	Start Date	End Date	City	Status	Approval Date	Credit Minutes Requested	Ethics Hours Requested	Credit Minutes Approved	Ethics Hours Approved	Class Type	Cancel	Clone
36868	08/01/2006	08/03/2006	IOWA CITY	Approved			15.0		1.0	Standard (web)	<a href="#">Cancel</a>	<a href="#">Clone</a>

Program Name: 2006 AGENDA ORIENTATION SEMINAR FOR NEW MAGISTRATES [Close Program](#) [Add Class](#)  
Program Description:   
Area Of Law: Any [Attachments: add](#)

Classes:

Activity ID	Start Date	End Date	City	Status	Approval Date	Credit Minutes Requested	Ethics Hours Requested	Credit Minutes Approved	Ethics Hours Approved	Class Type	Cancel	Clone
36867	06/27/2006	06/27/2006	AMES	Approved			4.0		0.0	Standard (web)	<a href="#">Cancel</a>	<a href="#">Clone</a>

## Review Your Payment History

To start this process, click on “Review Payment History” on the main menu. If you review this after you have submitted an application and paid the associated fee, the fee payment you made should show up under the history.

To return to the main menu, click the “Go To My Account” button.

**Review Payment History**

Payment Date	Internal / External	Amount	Product Code	Product Description	ePayment Transaction ID
No Payment History Available					
No Payment History Available					

[Go To My Account](#)

This process allows a CLE sponsor to see a history of past fee payments made to the Commission on Continuing Legal Education. The fee payment history reflected on this screen includes payments made using the on-line payment mechanism on the Commission's web site. Payments made to the commission by other means, such as check or cash payment at the office of the commissions will not be displayed.

## Clone or Cancel an Existing Program

The menu item entitled “Clone or Cancel an Existing Program” causes a page display like the one to the right, showing programs previously submitted, in descending chronological order. You may narrow the displayed array of programs using the keyword search function.

You may cancel an existing class by locating the class entry and clicking the “Cancel” button where it appears on the right end of the class entry.

You may add another class session to an existing program by locating the program entry, clicking the button “Add Class,” annotating the new class session information, and saving the new class information.

You may use an existing program as a template for an entirely new program (“cloning” an existing program), by locating the existing program and clicking the button “Clone Program.” You will be shown a new “Step 1 – Submit CLE Program” screen that is already populated with information from the program and class you intend to clone. You must make necessary updates and edits of that information to create an entirely new program and class of a similar nature, which you then may submit for approval.

The screenshot shows the Iowa Judicial Branch website interface. At the top, there is a navigation menu with options like 'Home', 'Search Lawyers', 'Search CLE Sponsors', 'Search CLE Events', 'Search Specialty and Discipline Orders', 'Contact Us', and 'My Account CLE Sponsor'. The main content area is titled 'JUDICIAL BRANCH' and features a 'Continuing Legal Education Events Basic Search' section with a 'Keyword Search' field and a 'Find Now' button. Below this, the 'Review Submitted Programs' section is displayed. It shows two program entries, each with a 'Program Name', 'Program Description', 'Area Of Law', and 'Attachments' field. The first program is '2006 IOWA JUDICIAL INSTITUTE' and the second is '2006 AGENDA ORIENTATION SEMINAR FOR NEW MAGISTRATES'. Each program entry includes a table of classes with columns for 'Activity ID', 'Start Date', 'End Date', 'City', 'Status', 'Approval Detail Date', 'Credits Requested', 'Ethics Minutes Requested', 'Credits Approved', 'Ethics Hours Approved', 'Class Type', 'Cancel', and 'Clone'.

Activity ID	Start Date	End Date	City	Status	Approval Detail Date	Credits Requested	Ethics Minutes Requested	Credits Approved	Ethics Hours Approved	Class Type	Cancel	Clone
36868	08/01/2006	08/03/2006	IOWA CITY	Approved				16.0	1.0	Standard (Net)	Cancel	Clone

Activity ID	Start Date	End Date	City	Status	Approval Detail Date	Credits Requested	Ethics Minutes Requested	Credits Approved	Ethics Hours Approved	Class Type	Cancel	Clone
36867	06/27/2006	06/27/2006	AMES	Approved				4.0	0.0	Standard (Net)	Cancel	Clone