



**Office of Professional Regulation**  
Judicial Branch Building, 1111 East Court Avenue, Des Moines, Iowa 50319  
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December 2012

***Lawyer Tutorial for Online Submission of CLE Events for Approval***

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**Introduction**

Online filing of CLE events for accreditation is available at the Professional Regulation Online Access site on the Internet. Online filing now is required in lieu of traditional paper filing. There is no charge for online filing. You received the user name and password you must use to gain access to the site in a separate mailing within 60 to 90 days after your admission to the Iowa bar, or in a separate mailing if you were an existing member of the Iowa bar in 2006. General assistance with logging in to the site, password changes, or misplaced or forgotten passwords is available is available during normal business hours at the Office of Professional Regulation at 515-725-8029.

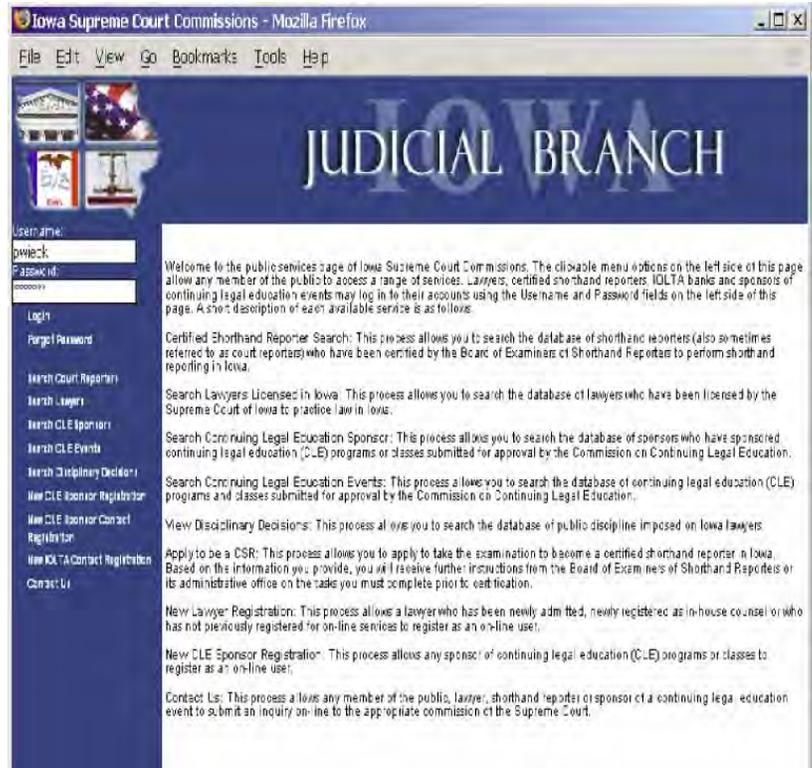
**Accessing the Professional Regulation Site**

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.

## Logging In

Most site functions for lawyers require that you log in as a user. Near the top left corner of the front page, you will see two windows  labeled "Username/Account ID" and "Password." You will need to type the user name and password you received at the time of your admission (or in a separate mailing) 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 and you will need to create your identity baseline as described in the paragraph below entitled Enterprise Authorization and Authentication.



## 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 Lawyers" 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. These are grouped into General functions, Client Security functions, CLE functions and Field of Practice functions.

**PAUL H. WIECK II**  
 Commission ID: 13939  
 ICIS PIN: AT0008523  
 Click box below to perform the task.

General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
Tutorial	File for Regular CLE Extension
Video Tutorial	

Judicial Nominating Elections	Client Security Functions
Email Nominating Petition	Submit Annual Client Security Report
Vote in Current Election	View Prior Annual Client Security Reports

Field Of Practice Functions
Submit Rule 41.9 Report
View Prior Rule 41.9 Reports
File for Rule 41.9 Extension

The second component is a brief summary of matters pertaining to you, including outstanding but unpaid fees, your current CLE status, a general reminder for everyone regarding annual client security reports, and any pending CLE extension or exemption requests pertaining to you. The education status report is based on the last CLE report filed and your current CLE transcript, and will update whenever a change is made in your transcript and when you file your annual CLE report.

Outstanding Transactions				
Fee Date	Reporting Year	Fee Category	Fee Type	Fee Amount
12/22/2005 08:05 AM	2006	CLE	CLE Administrative Fee	\$15.00
12/22/2005 01:07 PM	2006	CS	CS Disciplinary Fee	\$125.00

Education			
2005 Continuing Legal Education Hours Attended to Date:	38.5	2004 Legal Ethics Hours Attended:	10.25
2004 Hours Carried Forward:	28.75	2005 Legal Ethics Hours Attended to Date:	11.0
Total Continuing Legal Education Hours to Date:	67.25		
Less 2005 Requirement:	15.0		
Projected Continued Legal Education Hours Carried Forward:	30.0		

**Reminder for Submitting Annual Client Security Report**  
 Annual Client Security Report, along with payment of Fee and Assessment, must be filed on or before March 1st, 2006.  
 A penalty of \$25.00 is assessed if not filed on or before March 1st, 2006.

**Extension and Exemptions**

Approved Extensions: No Extensions

Requested Extensions: No Extensions

Exemptions

Request Date	Exemption Reason	Exemption Description
Fri Feb 03 09:53:53 CST 2006	Out-Of-State	CS Certificate of Exemption
Fri Feb 03 09:53:53 CST 2006	Out-Of-State	CLE Certificate of Exemption

### Submit a CLE Program (for Approval)

This process allows a lawyer to submit a program and associated class sessions for approval by the Commission on Continuing Legal Education. To start this process, click on the button entitled "Submit CLE Program" on your my Account page.

The page shown at the right will be displayed. 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, Sponsor, Dates, City, State, Credit Requested and Class Type. Also, at least one attachment must be uploaded. Generally, this will be the agenda or

Step 1 - Submit CLE Program

Required fields are identified by an asterisk (\*)

\*Program Name:

Description:

\*Sponsor:

\*Attachments:

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:

Classes:

*Start Date (mm/dd/yyyy)	*End Date (mm/dd/yyyy)	*City	*State	Address	Phone (xxx-xxx-xxxx)	*Credit Minutes Requested	*Class Minutes Requested	*Class Type	Remove
			Select					Select	<input type="button" value="Remove"/>

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 lawyer 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. Lawyers are asked not to upload outlines for seminars in their entirety. Attachments uploaded by the lawyer will be available to the public, including lawyers browsing the database of CLE programs in search of classes to attend. Tip: Do not attempt to cut and paste content in any block. The application generally will not accept content submitted in this manner.

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 lawyer'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.iowacourts.gov/Professional\\_Regulation/Attorney\\_RegulationCommissions/CLE/](http://www.iowacourts.gov/Professional_Regulation/Attorney_RegulationCommissions/CLE/)

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 "Submit" button.

**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 of the following information is correct, please click on the 'Submit' button.

Program name: Sample Program Name  
 Program Description: This is a description.

Sponsor: 2A BAR ASSOCIATION

Attachments:   
 Front Page.pdf

Area of Law: Banking Law

Classes:

Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
05/01/2005	05/02/2005	Des Moines	Iowa			540	120	Standard(live)

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 3 - Submit CLE Program**

The following program has been submitted for approval. Please print a copy of this page for your records.

Program name: Sample Program Name  
 Program Description: This is a description.

Sponsor: 2A BAR ASSOCIATION

Attachments:   
 Front Page.pdf

Area of Law: Banking Law

Classes:

Start Date	End Date	City	State	Address	Phone	Credit Minutes Requested	Ethics Minutes Requested	Class Type
05/01/2005	05/02/2005	Des Moines	Iowa			540	120	Standard(live)

## 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 identify baseline. Setting up your identify 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.

Supreme Court Commissions uses ITE's Enterprise Authentication & Authorization system which provides users, such as yourself, the ability to reset your password if you should forget it. To facilitate this, we require you to provide us with question and answer pairs which are referred to as your identity baseline. It is important that you select and answer your questions carefully on the screens that appear during the identity baseline process that follows.

To set up your identity baseline, please click on this link: [Setup Identity Baseline](#)

If you are asked to "Select an Application" for which you are completing this question and answer process, select "Supreme Court Commissions" for the application from the pull-down menu. You will be required to input your username and password as part of this process. When you have completed this process, you will need to logout of the identity baseline process and then log in again at <http://www.iacoutcommissions.org> with your user name and password.

In the event you forget your password in the future, you will be provided with a link that states something like "forgot your password" from the login screen. If you click that link you will be brought to an identity baseline verification page that will allow you to provide the answers to the questions you selected. Once you answer all questions correctly, you will be able to change your password.

If you have questions regarding the operation of this system, please contact ITE's Help Desk at 515-281-5703. ITE would like to thank you for your participation in this project.

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.”

Enterprise A&A | IT Enterprise | DAS

Menu Options for this Page:

- » Enterprise A&A Website
- » Log On « You are here
- » Forgot your Password?
- » Help with Logging On
- » Send us Feedback

Log On - Follow the steps below or [click here](#) to use the short form

Step 1: Select an Application to use:

Pick the application you want to use. It may already be selected for you.

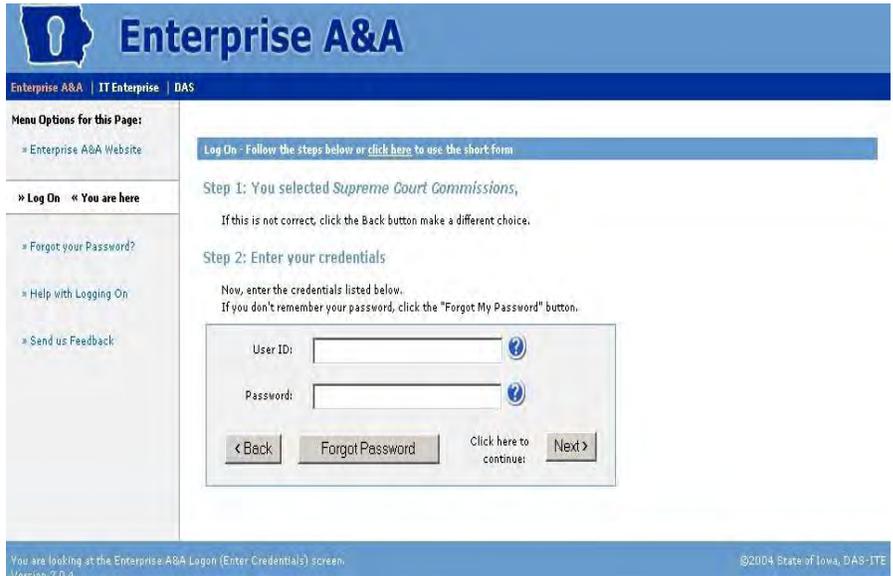
Application:

Click here to continue:

You are looking at the Enterprise A&A Logon screen.  
Version 2.0.4

©2004 State of Iowa, DAS-ITE

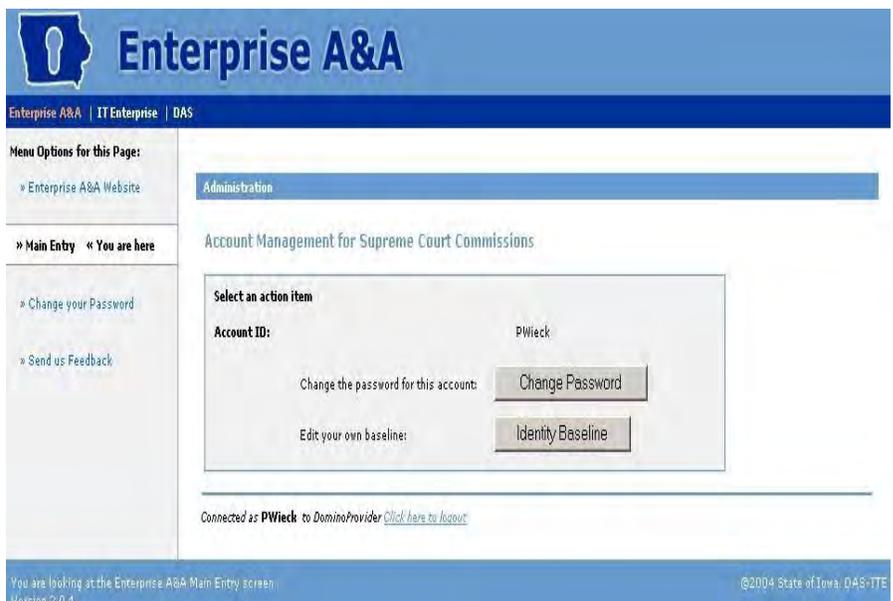
The page shown at the right will appear. You will need to enter your user name and password as shown on the instruction letter you received from Court Commissions, and then click the “Next” button.



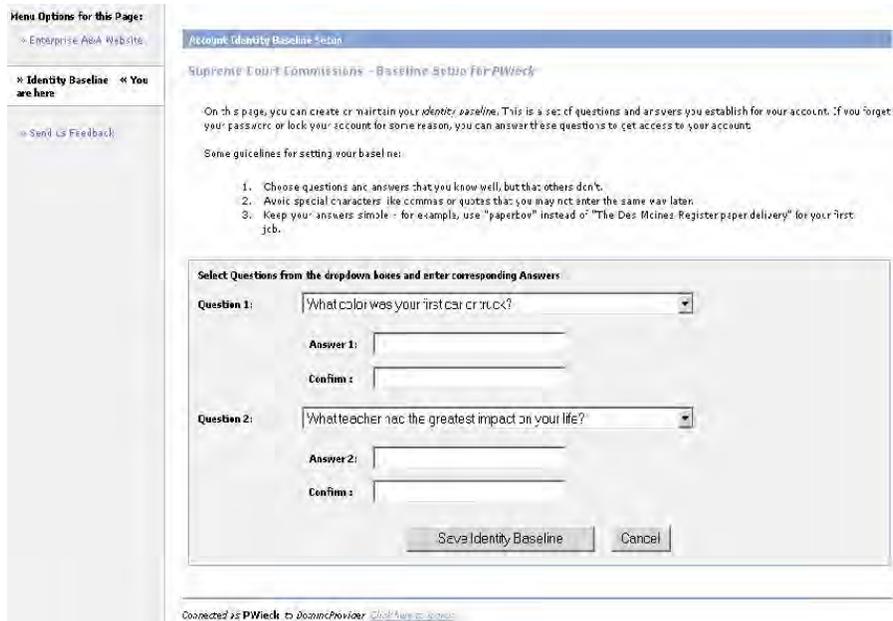
After you have entered your user name and password, the page shown at the right will appear. Verify that Supreme Court Commissions and your user name are shown in Step1 and Step 2, and then click on the “Log On” button under Step 3 to proceed to the next page.



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.

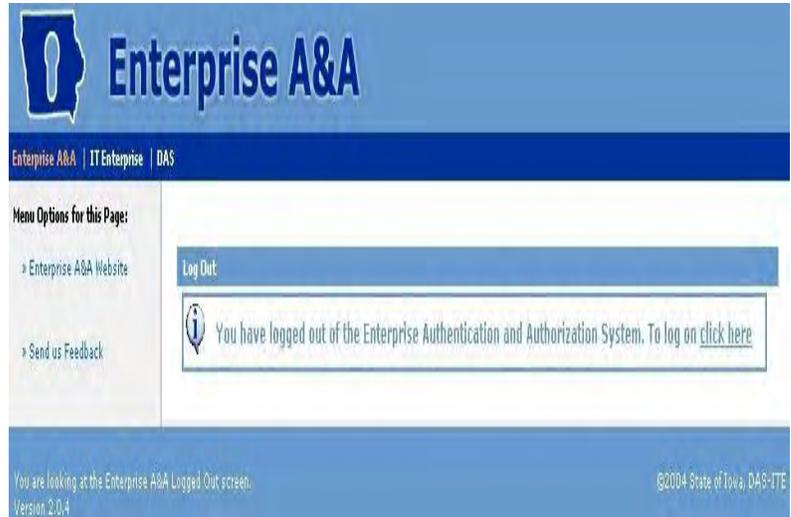


After you have entered your baseline questions and answers, you will be returned to this page, which will confirm that your identity baseline information has been saved.



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 lawyers.



## Review Submitted CLE Programs

This process allows a Lawyer to view the programs and classes submitted by the lawyer for approval by the commission. All of the programs and classes submitted by the lawyer 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 lawyer 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 lawyer will be shown and will be available for download.

Continuing Legal Education Events Basic Search

NOTE: You must provide a value for at least one of the fields below to search Program Name and Program Description

Keyword Search:

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Preview Submitted Programs

Program Name: **Sample Program Name**  
 Program Description: **This is a description.**  
 Area Of Law: **Family Law** Attachments: [Front Page.pdf](#) 1629b

Classes

Activity ID	Start Date	End Date	City	Status	Credit Hours Requested	Credit Hours Approved	Credit Hours Approved	Credit Hours Approved	Class Type
10204	10/01/2004	10/02/2004	Des Moines	Pending	40	0	0	0	Standard

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Program Name: **Test Program**  
 Program Description: **This is a test entry made to determine functionality of the Online CLE Program navigation.**  
 Area Of Law: **Trial Law** Attachments: [Billions of Court Outline March 24, 2004.doc](#) 89b

Classes

Activity ID	Start Date	End Date	City	Status	Credit Hours Requested	Credit Hours Approved	Credit Hours Approved	Credit Hours Approved	Class Type
10204	10/01/2004	10/04/2004	Des Moines	Pending	40	0	0	0	Standard

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Program Name: **2005 Annual Meeting**  
 Program Description:  
 Area Of Law: **Any** Attachments:

Classes

Activity ID	Start Date	End Date	City	Status	Credit Hours Requested	Credit Hours Approved	Credit Hours Approved	Credit Hours Approved	Class Type
10205	10/22/2005	10/24/2005	Des Moines	Approved	0.75	0.75	0.75	0.75	Standard

16 Records Found  
 1 2 3 4 5 6 7 8 9 10