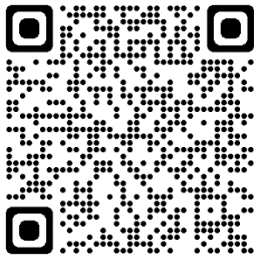




CLE/CPE INFORMATION

MEMBERS OF THE PUBLIC ATTENDING PORTAL OR FILE & SERVE:

- **CPE (Paralegals):** All attendees will receive an automated email after the class has finished. This email can serve as proof of attendance, to be submitted with other materials for CPE renewal.
- **CLE (Lawyers):** Attendees who want CLE should fill out the course registration form with their NC Bar number. The Administrative Office of Courts will submit the CLE information from this form to the Bar once a month on attendees' behalf.
- If you forgot to enter your NC Bar number on the course registration form, please [fill out this form](#) or scan the QR code:



Submissions to this form will be included in the monthly attendance report to the State Bar. If you have any questions, please contact CLEinfo@nccourts.org

NC JUDICIAL BRANCH EMPLOYEES:

- **CPE (Paralegals):** 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.
 - Submit this certificate as proof of attendance when submitting CPE renewal materials.
- **CLE (Lawyers):** If you would like CLE credit for a NCJB-sponsored class that is approved for CLE by the NC State Bar, please [fill out this form](#). The Administrative Office of Courts will submit the CLE information from this form to the Bar once a month on attendees' behalf.