CLE

Quick Tips to Get You Started

Continuing legal education credit numbers listed for ICLE live seminars represent the maximum amount of CLE an attendee may be able to receive. Actual CLE credit depends on the sessions you attend and your state’s individual requirements. ICLE does not seek preapproval for webcasts.

Michigan does not have a general MCLE requirement, but many Michigan lawyers are licensed in other states. For that reason, ICLE live seminars are preapproved for credit in Ohio, Indiana, and Wisconsin. Check with your other jurisdiction to determine if an ICLE seminar will qualify for credit.

What’s the CLE Process?

1. You must check in at registration at the beginning of the seminar.
2. You must complete a Certificate of Attendance form, available at registration, and turn it in to ICLE staff before you leave the seminar. Requests cannot be processed after you have left the seminar.
3. CLE forms are processed monthly. Allow 30 days from the date of your seminar for credit documents to appear online.
4. ICLE reports attendance credit directly to Ohio and Indiana. You do not need to do anything after you turn in a completed Certificate of Attendance form.
5. Information that you can use to report MCLE credit in Wisconsin is provided in the My Account area of the ICLE website. ICLE will report ethics credit information directly to Wisconsin.
6. Information that you can use to report to other states is provided in the My Account area of the ICLE website.

Access MCLE Credit Materials in My Account

1. Log in with your ICLE username and password at www.icle.org. If you don’t know this information, go to www.icle.org/forgot-info to have it e-mailed to you or call ICLE at 877-229-4350.
2. Click My Account.
3. Click CLE Credit.
4. Links to documents you need are provided in the CLE INFORMATION area.