

ONLINE CLE INSTRUCTIONS

1. Login to the CBA website (www.cbalaw.org) with your username (email) and password.
2. Hover over the tab at the top of the page title "CLE" It will drop down into more options.
3. Click on the 2nd tab – "Online CLE" This will take you to the CBA's online CLE information page.
4. To find courses choose "click here" underneath "Check out our online CLE catalog" this will take you to our course listings. You can browse by keywords, professional conduct, or you can browse through the 80 + programs available.
5. Once you find a program you like click "add to cart" Add as many as you would like.
6. Click "Proceed to checkout" on the top right of the page.
7. Enter your credit card information and billing address, then click submit order.
8. You will be emailed a link for the video. Click on this link, and begin watching the program.
9. There will also be materials available to download once you click on the video link.
10. If you pause or exit the browser while watching the video it will automatically reload to where you stopped the video.
11. Once you complete the course you will take an evaluation at the end of the seminar, and then a certificate of attendance will be available on the same screen where you login to view the course in the bottom right-hand corner.
12. The CBA will report your credit to The Supreme Court of Ohio the following Monday of your course completion(s)