

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 for specific CLEs by clicking the red tabs "With Prof Conduct hours", or "Search CLEs".
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. The videos will also be on your homepage when you login your CBA account under "MY ONLINE COURSES" then click on the course.
9. Materials will be 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 CLE credit to The Supreme Court of Ohio within 30 days of program completion.