



## RECORDING CLE ATTENDANCE

Tracking CLE at [www.txpd.org](http://www.txpd.org)  
Sign into Members-Only Area/choose "Directory"/choose "View My CLE Hours"

### ATTENDANCE AT "STATE BAR OF TEXAS" MCLE-APPROVED CLE SEMINARS

As a member of the Paralegal Division (PD) and as a member benefit, you are now able to track and print (directly from the PD's website under the Members-Only Area) your attendance to CLE seminars that are sponsored by the State Bar of Texas and/or CLE seminar(s) that have been approved by the MCLE Department of the State Bar of Texas. Any time you attend a seminar that is approved by the MCLE Department of the State Bar, you, as a PD member, should complete the attendance form on-site or submit your name and membership number to the sponsor [on-site]. The form and/or list is turned in to the State Bar MCLE Department and scanned into your attendance record. The Paralegal Division downloads (on a weekly basis) the MCLE attendance records of PD members through a website connection to add to each PD member's CLE attendance records under the members-only area of the PD website (Directory). If there is a "course number" & the area is colored in "gray" on your CLE record, this indicates it is a seminar that has been approved by the State Bar of Texas MCLE Department.

CLE Seminar attendance that has been approved by the MCLE Department of the State Bar of Texas should **not** be entered onto your personal CLE record manually by you, as a PD member. To record and prove your attendance, the appropriate attendance form should be submitted to the MCLE Department to be entered into your permanent record by the MCLE Department staff. Once that information is entered into the SBOT MCLE Department's records, the Paralegal Division is allowed to add (through a website connection) all SBOT MCLE approved CLE attendance to your online member record; those attendance records are shown **highlighted in gray** on your PD Member CLE Directory record.

**To simply clarify:** Any CLE seminar that is MCLE approved (State Bar seminar or local bar association seminar) must be recorded by the State Bar in order for it to show up on your PD member record.

*If you are not viewing [on your PD members-only CLE record] attendance credit for a State Bar MCLE approved seminar (those seminars that have a course number), please call the State Bar at 1-800-204-2222 ext. 1806 and request a **Credit Input Form**. This is the individual form that can be used to update the MCLE record.*

### ATTENDANCE AT CLE SEMINARS SPONSORED BY PARALEGAL ASSOCIATIONS

As a member of the Paralegal Division (PD) and as a member benefit, you are now able to manually input CLE seminar attendance that has **not** been approved by the MCLE Department of the State Bar (those include seminars sponsored by the Paralegal Division and any other paralegal organization). **When you manually input CLE seminars on your record, please do not list those seminars as a SBOT or MCLE approved seminar.** This will allow you, as a member of PD, to print a list of those seminars that you have attended.

**To simply clarify:** A PD member can manually input CLE seminar attendance and online CLE attendance credit that has **not** been approved by the State Bar of Texas MCLE Department. You may manually enter your

CLE attendance on your PD website member record to any paralegal-sponsored seminars or other seminars sponsored by companies that do **not** receive State Bar of Texas MCLE approval.

**NOTE:** The Paralegal Division does **NOT** maintain CLE records for its members. This repository is a benefit provided to you as a member of the Paralegal Division and it provides a place for you to manage your CLE records. Please keep all certificates of attendance in your personal file in case “your” CLE attendance is audited by the Paralegal Division.