

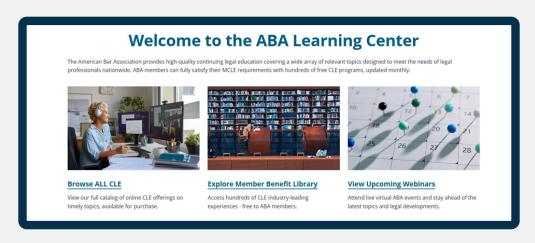
How Do I Find a Program?

1. Access the Page

- Open this link to access the ABA Learning Center.
- Alternatively, to get to the ABA Learning Center from the <u>americanbar.org</u> homepage, click on "CLE" in the top banner.



• The ABA Learning Center is where you can find all of the ABA's online programs that offer CLE credit. At the top of the ABA Learning Center homepage, you'll find the following options: "Browse All CLE," "Explore Member Benefit Library," and "View Upcoming Webinars."

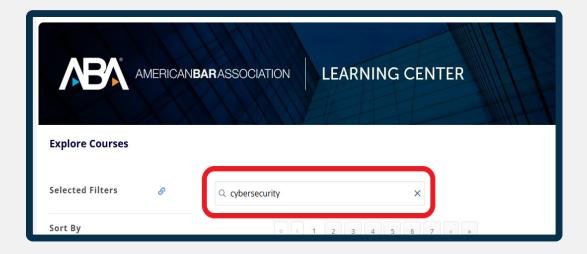




- Browse All CLE includes all of the ABA's on-demand courses, upcoming live webinars, free Member Benefit Library (MBL) programs, and paid non-MBL programs.
- Explore Member Benefit Library includes only free upcoming live webinars and previously recorded on-demand courses.
- <u>View Upcoming Webinars</u> displays all paid and free upcoming live webinars in order from soonest to latest.
- The "Browse All CLE" and "Explore Member Benefit Library" pages include a variety of search and filtering options to help you narrow down our offerings to your requirements, which will be covered in the following sections.

2. Use the Search Bar

- At the top of the "Browse All CLE" and "Explore Member Benefit Library" pages, you'll see a search bar. Enter keywords that relate to the programs you're interested in. For example, you might type "ethics," "cybersecurity," "estate," or any other legal topics.
- Press Enter to retrieve your search results.



• You may also choose to skip entering a keyword into the search bar and use only the filtering options described in the next section to find relevant courses.

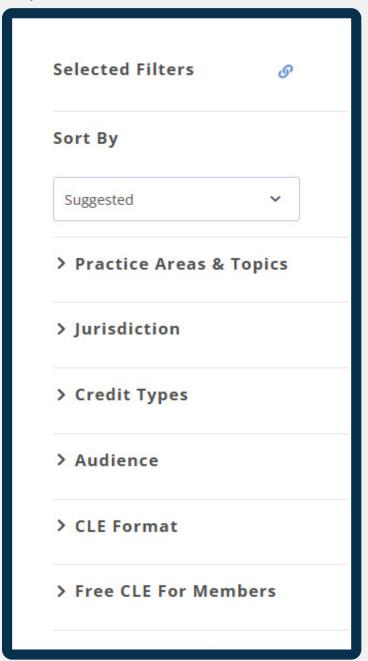
3. Filter Search Results

• In the column to the left of the search bar, you'll see several filtering options that allow you to refine your search results. These filters will narrow your search to the most rele-



vant programs. (Note: If you just want to browse content, you do not need to enter text into the search bar.)

- Click any of the filter categories to expand the filtering options available. For firm CLE administrators, the most relevant filters likely include:
 - Practice Areas & Topics:
 This filter allows you to choose from various legal topics, such as "Business Law," "Family Law," "Intellectual Property," and more.
 - **Jurisdiction:** If you're looking for programs that have been approved (or applied) for CLE in one or multiple jurisdictions, use this filter. The search results will display programs that are available in that jurisdiction, though the programs may be applied for (pending review and approval), approved, available for credit, available for credit through reciprocity, or available for credit through a self-apply process. The dropdown can be expanded to allow you to select between 57 MCLE jurisdictions. More on this is explained in the "How Do I Make Sure a Program Is Accredited in My State?" guide.
 - **Credit Types:** This filter allows you to find programs offering specific credit

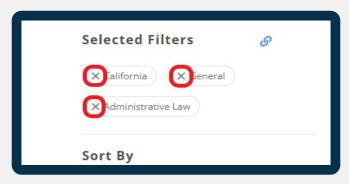


categories, such as "General," "Ethics," "Substance Abuse," or "Elimination of Bias." There are 9 credit types from which to choose, although you may not see all of them in your search result. As you are filtering from a search result, the options upon which to filter are based on the results available. State-specific credit types

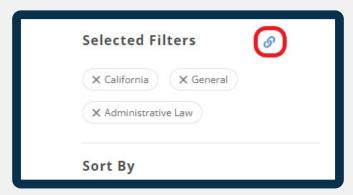


may vary based on state rules. If a credit type filter is applied with a jurisdiction filter, the search results will display programs that are available in that jurisdiction AND with that credit type, though the programs may be applied for (pending review and approval), approved, available for credit, available for credit through reciprocity, or available for credit through a self-apply process.

- **CLE Format:** This filter lets you select between the two specific types of CLE events: "Webinars," which are live online programs that will occur at a future date, and "On-Demand," which refers to previously recorded webinars, available to view at any time and date you wish.
- As you check the boxes next to your desired filtering options, the list of courses on the right side of the page will automatically repopulate with those filtering options applied.
- If you wish to remove any of your filters, under "Selected Filters" at the top of the page, click the "x" button next to the filter(s) you wish to remove, and the list will repopulate without those filtering options applied.



• You can also click the link icon to the right of "Selected Filters" to copy a link of your filtered search results to your clipboard. This would be useful if you were trying to send attorneys at your firm a list of ABA courses that meet certain criteria (e.g., all ABA courses that deal with the topic of administrative law, offer General CLE credit, and are approved/applied for CLE in the state of California).



• The "Sort By" section in the left column contains dropdown options for "Suggested," "Newest," and "Date (Newest to Oldest)." The first option will sort programs in order

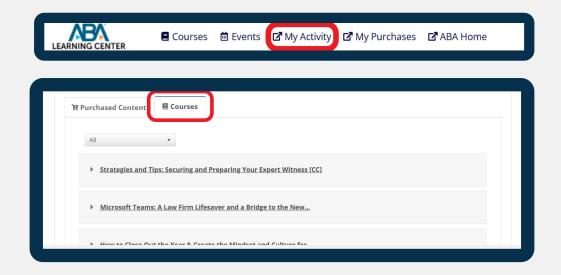


of their relevancy to your search terms and filters. The second two will sort them in order of the date they were recorded or will take place, with upcoming events displayed first.



4. Explore Search Results

- Once you've applied your desired filters and sorting options, browse through the search results.
- Click on any program to get more information about the program, including the date, time, description, faculty, and credit type/hours offered.
- Use the "Add to Cart" button to purchase programs you are interested in.
- If you've registered for a live webinar, the on-demand recording will automatically be available, for free, within 5 business days in My Activity>Courses.





5. Additional Tips

- **Bookmark the Page:** If you frequently search for CLE programs, consider bookmarking the <u>ABA Learning Center</u> for easy access in the future.
- **View Our Other Guides:** We've provided several other quick guides and videos at this link, including topics like how to make sure our programs are accredited in your state, how to access programs you've registered for, how to obtain CLE certificates for programs you've taken, and how to review programs you've taken/certificates you've received.
- **Reach Out for Support:** If you have questions or need assistance, you can email <u>service@americanbar.org</u> or phone (800) 285-2221.