

# KANSAS CLE

## 2024 Provider Webinar Reference Materials



*Includes:*  
PowerPoint Slides  
Q & A Responses

March 28, 2024

[Video recording available](#)



# KANSAS CLE PROVIDER WEBINAR

**MARCH 28, 2024**

- COMPLIANCE DEADLINE REMINDERS
- IN-PERSON PROVIDER CONFERENCE
- PROVIDER PORTAL DEMONSTRATION
- COMMENTS

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## HAVE YOU ATTENDED OUR IN-PERSON PROVIDER CONFERENCE BEFORE?

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# 2024 PROVIDER CONFERENCE

October 22, 2024

Kay McFarland Japanese Garden Venue, Topeka Zoo & Conservation Center  
Topeka, Kansas



## What to expect in 2024:

- Longer agenda
- More professional development
- Discussion on HOT CLE TOPICS and ISSUES
- Education for all providers - local and national providers - new and "seasoned veterans"
- Complimentary networking luncheon
- Updates from Kansas CLE Board and Staff
- Updates from Kansas Supreme Court representatives
- Still FREE REGISTRATION.... And FUN!

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# COMPLIANCE DEADLINE REMINDERS


## EMAIL TO ATTORNEYS IN MARCH

- ATTORNEYS SHOULD MAKE A PLAN TO COMPLETE HOURS BY JUNE 30
- PROVIDERS SHOULD TRY TO KEEP ATTENDANCE REPORTING UPDATED AS MUCH AS POSSIBLE – ESPECIALLY BEFORE EMAIL NOTICES TO ATTORNEYS – **NOTE FILING DEADLINE: JULY 31**

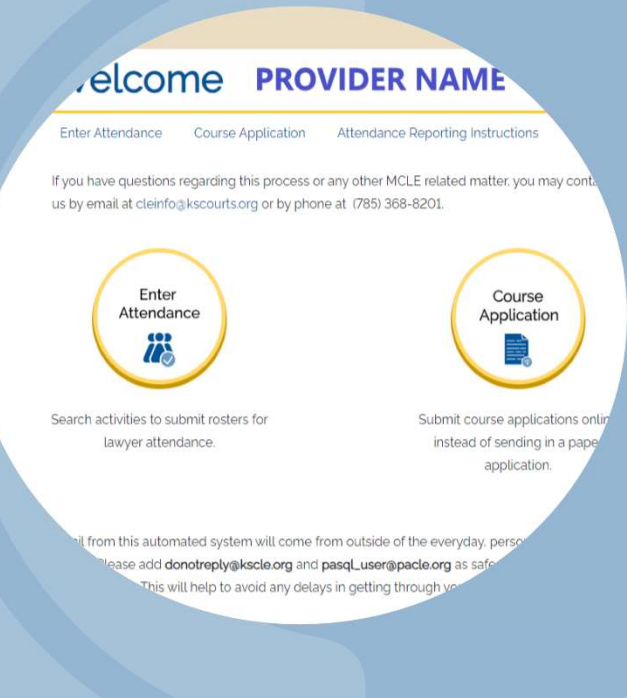
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“TIMING is EVERYTHING”

- **Compliance Period** – July 1 – June 30
- **March (April 2, 2024)** – interim notice sent to attorneys
- **June 1** – Courtesy emails sent to those attorneys “still working on their hours”
- **June 30** – ATTENDANCE deadline
- **July 31** – REPORTING deadline for hours
- **August** – Certified mailing to those not in compliance by June 30
- **September/October** – Suspension for noncompliance



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The screenshot shows a user interface for a provider. At the top, it says "Welcome PROVIDER NAME". Below that are navigation links: "Enter Attendance", "Course Application", and "Attendance Reporting Instructions". A paragraph of text follows: "If you have questions regarding this process or any other MCLE related matter, you may contact us by email at cleinfo@kscourts.org or by phone at (785) 368-8201." There are two main buttons: "Enter Attendance" with a person icon and "Course Application" with a document icon. Below the "Enter Attendance" button, it says "Search activities to submit rosters for lawyer attendance." Below the "Course Application" button, it says "Submit course applications online instead of sending in a paper application." At the bottom, there is a note: "All email from this automated system will come from outside of the everyday, personal email of the provider. Please add donotreply@kscle.org and pasqLuser@pacle.org as safe contacts. This will help to avoid any delays in getting through your email." On the right side of the screenshot, there is a list of features: "ATTENDANCE REPORTING", "ONLINE APPLICATION SUBMISSION – WITH PAYMENT", and "COMING SOON: CHANGE YOUR PROVIDER CONTACT INFORMATION ONLINE!!".

# KANSAS CLE PROVIDER PORTAL

- ATTENDANCE REPORTING
- ONLINE APPLICATION SUBMISSION – WITH PAYMENT
- **COMING SOON: CHANGE YOUR PROVIDER CONTACT INFORMATION ONLINE!!**

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Questions regarding this information, please email at [cleinfo@ks courts.org](mailto:cleinfo@ks courts.org) or by phone at 785-826-4300.

Enter Attendance

Search activities to submit rosters for lawyer attendance.

Email from this automated system will come from outside email addresses. Please add [donotreply@ks cle.org](mailto:donotreply@ks cle.org) and [password@ks cle.org](mailto:password@ks cle.org) to your email account. This will help to avoid any delays.

## ATTENDANCE REPORTING

ONLINE ATTENDANCE REPORTING IS **REQUIRED** FOR ALL ONLINE HOURS (LIVE AND PRE-RECORDED) APPROVED FOR THE PROVIDER.

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ONLINE ATTENDANCE REPORTING IS **VOLUNTARY** FOR ALL OTHER HOURS APPROVED FOR THE PROVIDER.

PROVIDERS MUST STILL HAVE THE ATTORNEY COMPLETE THE NOTICE OF ACCREDITATION AND KEEP FOR THEIR RECORDS FOR THREE YEARS. USE THIS FORM TO FILE THE ATTENDANCE ONLINE.

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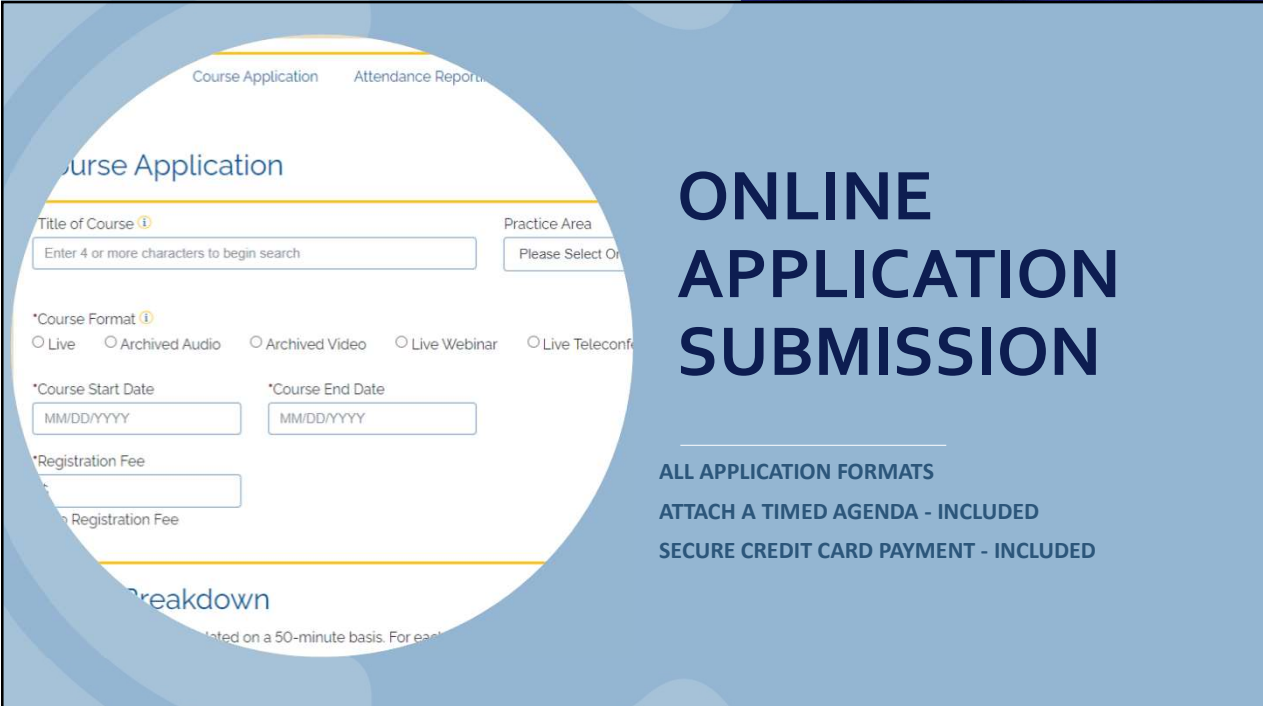
## ATTENDANCE REPORTING REMINDERS

- VERIFY ACCREDITATION BEFORE ENTERING ANY ATTENDANCE
  - *check hours approved, title, etc.*
- ENTER ONLY THE **LAWYER ID** WHEN ENTERING ATTENDANCE. ***DO NOT*** MANUALLY TYPE THE NAME INFORMATION.
- VERIFY HOURS FOR EACH ATTORNEY
- SAVE A COPY OF THE ROSTER REPORT IN YOUR PERMANENT RECORDS FOR THREE YEARS. **THIS INFORMATION IS NOT STORED IN YOUR PORTAL.** THIS IS THE ONLY TIME YOU HAVE TO SAVE THIS INFORMATION.

**FILING DEADLINE: JULY 31 (5 P.M. CST)**

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Course Application   Attendance Report

## Course Application

Title of Course <sup>?</sup>  Practice Area

\*Course Format <sup>?</sup>

Live    Archived Audio    Archived Video    Live Webinar    Live Teleconference

\*Course Start Date  \*Course End Date

\*Registration Fee

Registration Fee

### Breakdown

...ated on a 50-minute basis. For each




# ONLINE APPLICATION SUBMISSION

ALL APPLICATION FORMATS  
ATTACH A TIMED AGENDA - INCLUDED  
SECURE CREDIT CARD PAYMENT - INCLUDED

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## HELPFUL NOTES FOR ONLINE APPLICATION SUBMISSIONS

- Hybrid programs
- Title your agenda file appropriately
- Consider the length of your title
- Do not include the year of the program in the title of your activity
- Provider contact information
  - Note temporary changes in the new comments section
  - Difference :
    - email in **portal** is for billing/receipts
    - email in **our records** is for accreditation notice
- SAFE PRACTICES: If an employee leaves, notify Kansas CLE to delete the log in information and create a new log in
- Calculating hours based on a 50-minute hour

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## TROUBLESHOOTING ONLINE APPLICATION SUBMISSIONS

- If you receive the message “Course Description Already Exists”
  - This occurs when you wait too long to process your applications/payments.
  - You will need to contact KS CLE to reset the account and re-enter your information.
  - To avoid this issue – complete the payment with your submission timely. The cart is not saved.
- If payment screen is delayed (spins):
  - Wait. Give it time.
  - Don’t exit the screen too early
  - Time between site and 3<sup>rd</sup> party vendor for cc
- Comments section for quick, short notes about application



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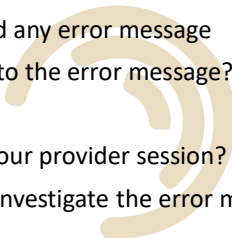
## DID YOU RECEIVE AN UNEXPECTED ERROR MESSAGE?

How do you contact KS CLE?  
What information do you need to send?

- Notify KS CLE with any error message you received when you receive it.
- Calls are good, but emails are better.
- Email: [cleinfo@kscourts.gov](mailto:cleinfo@kscourts.gov)

INCLUDE as much information as possible

- Full screen shots, including the URL and any error message
- Can you describe your work flow prior to the error message?
- Browser name and version
- How long have you been logged in to your provider session? Were you idle for any length of time?
- Anything else that might be helpful to investigate the error message.



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## QUESTIONS AND COMMENTS FROM THE CHAT

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## THANK YOU!

[CLEINFO@KSCOURTS.GOV](mailto:CLEINFO@KSCOURTS.GOV)

[HTTPS://WWW.KSCLE.GOV/](https://www.kscle.gov/)

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## ATTENDANCE REPORTING

### **Can we keep an electronic copy of the signed Notice of Accreditations?**

Yes, you should keep copies of the Notice of Accreditation/affidavit and registration verification for at least three years. Electronic copies are preferred by most providers.

### **Is the attendance portion of the new portal getting an update to allow batch reporting?**

At this time, that is not on our list of enhancements. You still need enter attendance one attendee at a time. It is a good check and balance to make sure Kansas Supreme Court number and name match with your records.

### **So, [the online attendance portal] is an OK way to enter hours even if our CLE is live?**

Yes. While it is strictly voluntary that a provider would enter the hours from the affidavit for an in-person program, you are welcome to enter the information. You will still keep the signed copy of the affidavit in your records for at least three years. You will not send the originals to the Kansas CLE office via email or mail if you enter the information yourself.

### **Is there any kind of Attorney ID lookup on the portal or elsewhere on your site?**

There is an attorney directory on a separate website: <https://directory-kard.kscourts.gov/>. Please use this resource *carefully*. There are several attorneys with the same name in the same city and state. The only difference may be the middle name. It is always best to contact the attorney directly to verify the Kansas Supreme Court number.

## APPLICATION SUBMISSIONS

### **Can a firm have more than one login for the provider portal?**

Yes, you may. However, you must have a separate email username for each log in. Please remember to let our office know when employees no longer need the login so that the login information can be removed from the portal.

### **How do you find out if you have a log in or need to set up one?**

Contact our office. We will let you know.

### **Are there any browser limitations on the new portal? We are running Safari on a Mac**

For a Windows Operating System, the preferred browsers are Firefox, Edge, and Chrome. For Mac Operating Systems, the preferred browsers are Firefox and Chrome.

### **What is the size limit for submitting agendas?**

There are no size restrictions on the pdf file of the agenda. Remember, this is just a timed agenda with session times and brief session descriptions, *not course materials*. Even for a very large conference, the pdf isn't typically going to be more than four or five pages.

**Can we still pay by check because our organization does not have a credit card?**

Yes. The application fee must be received *with the application*. If your organization pays by check, you could not submit the application on the portal, or by email. Please keep in mind, in comparison to the online portal, the additional time it takes for mail to arrive can cause a significant delay in the approval process. In order to verify that the application has arrived in our office in a timely manner, we recommend using a signature service, such as UPS or FedEx.

**Can we still submit paper applications since we have to send our agreements to fiscal and then send the payments by check?**

You may submit the paper applications. If you are with a state agency, please contact our office to discuss how to handle interfund transfers.

**When you calculate based on 50-minute classes, you'll encounter an error if you try to enter a value like 1.2 credits for a 60-minute class. The system typically requires entries in whole or half-credit increments. What do we do there?**

Kansas rounds down to the nearest half hour. Therefore, a 60-minute program would be entered on the application for one (1) CLE credit.

**Can you show us more about concurrent sessions? Is it complicated?**

If you have a large conference that includes concurrent sessions, you will click the box to indicate you are offering concurrent sessions. The system then knows not to add all of the hours together. Kansas CLE will always double-check the number of hours requested during the review process.

**Do you have to add each concurrent session separately?**

No. You should not enter each session separately unless you are requesting separate Notices of Accreditation (affidavits) for each session. This would make each session separate programs. In which case, you would pay an application fee for each session/program. When we review the agenda, we will know that the sessions are concurrent sessions.

**If we have a live webinar and a pre-recorded program, can it still be entered in one form and one fee? In other words, are webinar and on-demand formats of the same program considered Hybrid in the system where you enter both formats into one application and have one payment? Would it be \$100 for both or \$125?**

It would be \$125 for the two different formats. Live programming and prerecorded/on-demand programming applications are reviewed very differently, and prerecorded programming approvals are valid for up to a year. The only time an application fee can be combined with one fee is when you are applying for the exact same program in a similar format (live online AND live in-person), or the exact same program with additional dates or locations (prerecorded programming for July 1, 2023, through June 30, 2024, AND July 1, 2024, through June 30, 2025).

**When you pay the application fee of \$25 for a webinar, and it is not approved for CLE hours, is there a credit for the application fee (\$25)?**

The fee is nonrefundable. The fee is an application fee, not an approval fee.

## INSTRUCTIONAL MATERIALS

### Where can we find Rule 805(c)4 (Instructional Materials)?

<https://www.kscle.gov/rules-guidelines>

### Are the instructional materials due the next business day after the program? If so, do we submit those online as well?

The materials are provided to the attorney, not the Kansas CLE office, by the end of the next business day. Rule 805 (c)4. If Kansas CLE requests the materials, we will offer instructions on submitting them to the office. This generally happens prior to the approval.

## GENERAL QUESTIONS

### How are speaker credits calculated?

Depending on the amount of preparation time and the length of the presentation, the speaker may receive up to 5 hours per teaching hour. The final determination is made when the provider submits the application to Kansas CLE. There is an application under forms on our website.

### I assume that Teaching and Writing [Authorship] Credits still get sent in by paper, right?

The attorney is able to submit teaching and authorship credit applications to the application inbox: [KSCLE@kscourts.gov](mailto:KSCLE@kscourts.gov). The instructions for submitting the forms electronically are on the first page of the application.

### What is the best/most popular time to host a CLE webinar?

*“According to Ms. Rhode Island: That's a tough one. I'd have to say April 25th. Because it's not too hot, not too cold, all you need is a light jacket.” (Extra bonus points if you email CLE with the name of the movie.)*

That being said, with the global world we live in, quality CLE is available year-round – online, in-person, and on-the-go. Because of this, attorneys generally take many courses throughout the compliance period, especially if the topic is beneficial to their practice. We do see an influx in attendance in the spring and early summer, immediately prior to the deadline of June 30. This is particularly true each time we send out a compliance reminder email (late March/early April, and throughout the month of June).

### With an in-person seminar do we need to mail the affidavit to you?

Attendance may be submitted in the provider portal, or the completed affidavit may be submitted to the CLE office by email ([cleinfo@kscourts.gov](mailto:cleinfo@kscourts.gov)) or mail (originals). If submitted by email, please include ONE pdf with all affidavits. Include the organization name, the activity number, and “completed affidavits” in the subject line.