

## **PLEASE READ THESE INSTRUCTIONS CAREFULLY AND SAVE FOR YOUR RECORDS**

### **JOIN ZOOM EARLY AND MULTI-TASK WHILE YOU WAIT IN THE WAITING ROOM**

BECAUSE OF THE LARGE NUMBER OF ATTENDEES, YOU ARE ENCOURAGED TO BEGIN JOINING THE WEBINAR AT 1:00 PM AND TO "MULTI-TASK" WHILE YOU ARE IN THE WAITING ROOM. IF YOU WAIT UNTIL THE LAST MINUTE TO JOIN, YOU MAY EXPERIENCE PROBLEMS DUE TO THE LARGE NUMBER OF PEOPLE ATTEMPTING TO JOIN ZOOM.

### **"REGISTERING" FOR ZOOM IS LIKE "CHECKING IN" AT THE REGISTRATION DESK**

You will be asked to "Register" by Zoom although you pre-registered using Eventbrite. The Zoom registration is like "checking in" at the registration desk for an in-person CLE. The Zoom registration is how the Commission knows you are actually present for the CLE. **PLEASE ACCURATELY ENTER YOUR BAR NUMBER during the Zoom registration process.**

### **THE ZOOM LINK TO JOIN THE WEBINAR IS NOT WORKING**

Make sure you did not share your UNIQUE "Click Here to Join" link with anyone else. If someone else is using the link, you may be unable to join.

If you have not shared your link with anyone else, and you are having trouble joining, CLOSE your browser window, open a new browser window and try joining again. If the previous suggestion does not work, try using a different browser (i.e. Firefox instead of Chrome) or try joining from a different device (smartphone, tablet, or laptop).

If you are still unable to join after trying the above suggestions, please contact Zoom for technical assistance. The Commission does not have the technical expertise to assist you beyond what is suggested above.

### **INFORMATION ON OBTAINING CLE CREDIT**

The Bar's CLE Department knows the Commission is working diligently to report your CLE attendance and is working with us to ensure that everyone who attends the entire CLE gets CLE credit. Be patient and give us until March 31, 2025, to get the CLE reporting completed. The Commission will do its best to complete the reporting process as soon as possible by March 31st.

During the Juggling Life, Professionalism, and Ethics CLE, the panelists will discuss both ethics and professionalism throughout the entire CLE, so for this CLE there is no distinct

professionalism portion. You would need to attend the entire CLE to receive 1 hour of professionalism CLE credit and/or 1 hour of ethics CLE credit.

The Commission will submit attendance information to the State Bar of Georgia's CLE Department for Georgia Bar members who attend the entire 2.0 hours CLE by March 31, 2025, once the Commission confirms your participation in the CLE via the Zoom.us reports. There may be a delay in reporting CLE attendance for attendees who do not attend the entire CLE because it takes more time to calculate and report partial attendance.

To maintain the CLE credit on your CLE transcript, please visit [www.gabar.org](http://www.gabar.org) and click on the "Member Login" Button in the top right-hand corner. After you are logged in, look for the Blue "My Account" Box to the left. Click on the first link, "CLE Status."

Once the Bar receives your attendance report, you will have the option to pay the \$4 per CLE hour fee to have the CLE remain on your transcript. The fee is not due until December 31st, so please do not be alarmed if you do not immediately see an amount due on your transcript that allows you to pay. If you attended the entire CLE, the Commission will send your attendance report to the State Bar of Georgia by March 31, 2025, once the Commission confirms your participation in the CLE via the Zoom.us reports. There may be a delay in reporting CLE attendance for attendees who do not attend the entire CLE because it takes more time to calculate and report partial attendance.

If you have scrolled down to the 2025 section of your CLE transcript and you still do not see this CLE on your transcript on March 31, 2025, please e-mail [kygrier@cjcpga.org](mailto:kygrier@cjcpga.org).

The Commission does not automatically send Certificates of Attendance to CLE attendees; the Commission only reports your attendance to the State Bar of Georgia's Commission on Continuing Legal Competency. The Commission will not apply to any state other than Georgia for CLE course approval. If you seek CLE credit from another state, you will need to do so on your own.

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