

## **Frequently Asked Questions About the *Updates from the Capitol* CLE Program**

### **How can I receive communications about the Updates from the Capitol CLE program?**

To receive updates on future CLE program offerings, please email the LRC-CLE email account to be placed on the e-mail listserv and you will receive announcements about upcoming program registrations, agendas, and deadlines.

### **I previously signed up to receive communications, but I know I didn't receive an email. What should I do?**

If you know you received communications in the past and didn't receive a recent message, please check your spam filter. Email addresses are only removed from the listserv when a delivery failure occurs or a message is received that the account is no longer active.

### **What should I do if I no longer have access to the email associated with my account?**

From time to time, people lose access to former professional email accounts. If your CLE program account is associated with an email address to which you no longer have access, there is currently no way to update to a different address. Instead, create a new account using an email address you can access and register for the courses with that account. BE AWARE: the login email address associated with your CLE program account will be the address you receive CLE materials and session communications through.

### **What is included in the program?**

The program is carried out over two days several weeks apart with specific dates announced. Each date is designed to consist of 6 hours with 1 of those hours serving as an ethics credit. Agendas including specific sessions for each day will be announced via the listserv and posted on the Updates from the Capitol webpage.

### **How much does the program cost?**

The program is free as a public service of the Legislative Research Commission.

### **How do I register for the Updates from the Capitol CLE program?**

After a "Save the Date" email has been sent to the listserv and once the program has been finalized, an email will be sent announcing the opening and the deadline for registration the registration portal will be placed on the Updates from the Capitol webpage. If you have not previously participated in the program, you will need to create an account within the portal. Previous participants may already have an account. Upon login, you may register for the announced dates. Upon the registration deadline, program registration will no longer be available.

### **Can I attend the program on site?**

The program is only offered through the online broadcast. This method allows more participants than room capacity permits.

### **How do I access the CLE materials?**

A link will be emailed to registrants to access the CLE materials prior to the start of the program. Please make sure the account you registered with is the email address where you wish to receive the link. If you no longer have access to the email you originally created an account with, please create a new account with an email address you can access, and register for the programs with that account.

### **How do I watch the video stream?**

The program is streamed live from the LRC via YouTube. A link to the broadcast will be sent to registrants to access the stream through a web browser.

### **What should I do if the video stream is interrupted?**

Due to technical issues, the video stream may be temporarily interrupted. Staff will be monitoring the video stream and making any fixes necessary. Staff will communicate any updates to registrants through email while the stream is interrupted.

### **Can I pause or watch the video stream later?**

The Updates from the Capitol CLE program is a live broadcast CLE. It is NOT available for viewing at a later time.

### **Are there breaks scheduled during the program?**

Agendas are designed to include breaks between each session and time for participants to eat lunch.

### **How do I communicate with the CLE program staff and presenters?**

During the program, if you have any questions or issues, please email the LRC-CLE account. Staff will be monitoring communications. Questions will be relayed to presenters as time permits.

### **How do I report my CLE hours in Kentucky?**

It is each attorney's duty to report and certify attendance directly to the KBA CLE Commission through either the Member CLE Portal at [www.kybar.org](http://www.kybar.org) or by submitting a completed Form #3. Under SCR 3.645, all continuing legal education activities must be completed by June 30 of each educational year and certification of completion of approved CLE activities must be received by the Director for CLE no later than August 10th immediately following the educational year in which the activity is completed.

**Does this program satisfy CLE requirements for other states?**

This program does not register with any other state. An individual attorney licensed in another state would need to determine whether this program would satisfy any other state's requirements. We cannot seek approval for, or certify your attendance at, this CLE program in other states.