

## How To Post CLE Credits From CFPA Seminars to the Florida Bar for FRPs:

1. Go to [www.floridabar.org](http://www.floridabar.org).
2. Click on CLE at the top of the page.
3. On that page, click on [Post Your CLE Course Credits](#). That will take you to the Login Page.
4. If you have already obtained a password, you may login now. If you have not obtained a password, you must do so before you can enter your credits. Instructions for obtaining a password are at [www.floridabar.org/frp](http://www.floridabar.org/frp).
5. Login by entering your FRP number as your Username, entering your password and clicking on Login.
6. You will be taken to this page:  
Florida Registered Paralegal Continuing Education  
Course Approved For Credit By:

The Florida Bar  
Natl Assoc of Legal Assistant (NALA)  
Natl Fed of Paralegal Assoc (NFPA)

Course History: FRP CE History

Reference: Continuing Education Requirements

7. Click on the name of the course provider. If you took a course given by The Florida Bar, click on The Florida Bar. **If you took a course given by NALA, click on Natl Assoc of Legal Assistants (NALA)**. If you took a course given by NFPA, click on Natl Fed of Paralegal Assoc (NFPA).

**IF YOU TOOK A COURSE WHERE CREDIT WAS GIVEN BY THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS (NALA)** you will be taken to a page where you will have to fill in the following information:

Course Title -- this will be provided to you by NALA

Hours

General CE Credit -- enter the total number of hours given for the course. For example, if the course was 4 hours, enter 4.0. This information will be provided to you by NALA. You must enter a number here. Even if your course was only giving ethics credit, you must enter a number here. For example, if you took a NALA course which was 1 hour of ethics credit, enter 1 here. You will also enter 1 for the ethics credit (see below).

Ethics Credit -- enter the number of hours of ethics credit given, if any. For example, if the 4 hour course included 1 hour of ethics credit, enter 1. This information will be provided to you by NALA.

Professionalism Credit -- enter the number of hours of professionalism credit given, if any. For example, if the 4 hour course included 1 hour of professionalism credit, enter 1. This information will be provided to you by NALA.

NOTE -- If the course was less than 1 hour, you can select .5 for 30 minutes. Time less than 30 minutes will not be offered or recognized.

Date of Course Completion -- enter the date you completed the course

Click Continue

You will then be taken to a page to review and confirm your information. If the information is not correct, go back to the previous page by clicking on Go Back on the bottom. If the information is correct, click I agree and then Submit. You will then be taken to the FRP CE Course Credit Entry Confirmation page. You may print the confirmation for your records by clicking on Printable Version and following the directions on the screen. If you do not print the confirm page, at the bottom of the confirmation page you will find links that allow you to Post Another Course, check your CE History, or go to The Florida Bar's homepage. Click on the link you want or just exit the website.

**Do not mail your credits to The Florida Bar. We cannot post the credits for you.**

[Revised: 06-06-2011]