

Updated Directions and CLE Info for Self-Paced Programs (2025)

Please take a moment to print this sheet as a guide to the structure of the self-paced program.

To the left of the screen is a table of contents listing all parts of the program. First is the PowerPoint presentation, which you may save and print. Next are the course materials, also available for saving and printing. These copyrighted course materials may be printed only once and may *not* be duplicated. We understand the inclination to make multiple copies to share with colleagues, but we ask that you respect our intellectual-property rights and comply with fair-use limitations (which we consider to be up to two pages).

Most films are broken into three segments, which follow the course materials and last about 15–20 minutes each. When you click on the film link (example: Better Grammar 1-1-3 or Punctuation 1-2-3) in the table of contents, a blank page will appear to the right with a simple link command [Click here](#). Please click on that link. When the next page appears, click the Playback button to launch the Windows Media Player. The application may take a few seconds to buffer before playing. When you finish each section, close the media player.

Short quizzes follow each film segment to test your comprehension of the materials presented. Please complete the entire quiz before moving to the next segment. These quizzes will reinforce what you've learned.

During the program, Professor Garner will present a code word, which must be entered into the Code Word section of the table of contents to receive credit for the course. If you enter the code word properly, you will see a certificate for the course listed in your e-learning account's My Certificates folder.

At the end of the table of contents are links to pages for more information and for troubleshooting.

After completing this course, please e-mail the following information to lawprose@lawprose.org for LawProse to report your CLE attendance in California and Texas:

1. Name
2. Course Completed
3. Date Completed
4. State Bar
5. State Bar Number (if applicable)

If you have any questions, please contact LawProse at lawprose@lawprose.org or 214-691-8588. We'll be happy to help you.

Thank you.