

Continuing Legal Education (CLE) at the Air Force JAG School (AFJAGS)

When it comes to CLE, AFJAGS personnel are committed to addressing your needs and providing the best support possible. Here are five recommendations to ensure your CLE process is smooth:

1. **Read AFJAGS course welcome letters:** Each welcome letter contains instructions for requesting CLE. Your first step is to navigate to Campus at <https://afiags.jag.af.mil/afiags> and complete the CLE questionnaire located on the home page for your specific course. Please do so NLT 10 days prior to a course's start date. The information you provide will automatically notify AFJAGS to reach out to you directly. Of course, emailing Mr. Browning (contact info below) is always an option -- especially for questions or complex issues.
2. **Return your signed Uniform Certificate of Attendance (UCA) within 30 days!** AFJAGS is required to retain copies of UCAs. You can always give your signed UCA to the course director, who will forward to Mr. Browning. The second-best option is to send it to Mr. Browning in PDF format. Please name your UCA file in the following format: State, last name and course name, example: **TX - Smith - JASOC 19B**. Failure to submit your UCA within 30 days will require self-certification.
3. **When e-mailing:** Please identify your state and course you're inquiring about in the subject line. This enables AFJAGS to provide you with a swift response without exchanging multiple emails.
4. **Before you call/email:** Please become acquainted with your state's CLE rules. A convenient website to obtain individual state requirements is www.clereg.org (the web page for ORACLE, the Organization of Regulatory Administrators for Continuing Legal Education). This site has links to all state CLE administering bodies and is helpful when addressing CLE issues.
5. **Plan to review your CLE credit three to four months before your CLE reporting deadline:** This will give you plenty of time to request and preview needed on-demand CLE credit from. Applications for our webcasts are accomplished several weeks before airing and only for previously-requested states. After-the-fact requests may require late fees and extend processing times significantly. If time and types of CLE are issues, we can provide alternate resources to assist you with meeting your state CLE requirements. You may also contact your state CLE authority to obtain suggested CLE training opportunities.

We hope this information is helpful and will assist you in complying with your state CLE requirements. For additional questions, please contact Mr. Browning at (334) 953-3431 or patrick.browning.2@us.af.mil.

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