

2018 FAQ - GENERAL REGISTRATION

Q1: When is the deadline for 2018 Registration?

A: The deadline to submit your 2018 Registration without incurring late fees is **Sunday, December 31, 2017**. Forms must be postmarked or time stamped by 11:59 p.m. (HST) Sunday, December 31, 2017.

Q2: How do I access the Registration Portal?

A: There is a Register Now Banner on our homepage at hsba.org. Simply click on the Banner to get to the Portal. If you are already signed in, you will be directed to the Landing Page for 2018 Registration. If you are not signed in, you will be directed to Sign-in; and after signing in, you will be taken to the Landing Page for 2018 Registration.

Q3: How do I Sign-in?

A: You will need your correct username and password to log in. You may attempt to log in 5 times before you are locked out. If you are locked out, contact the HSBA via email at ARS@hsba.org with your full name and JD# and request to unlock your account or call 808-537-1868. *Due to the high volume of calls and emails we receive at this time, please allow at least 1 business day for a response.*

Q4: What is my username?

A: Your *username* is your JD# (without the preceding zeros) and your entire last name.

E.g. 1234Smith; 1234O'Leary; or 1234Sato-Jones

Q5: What is my password?

A: If you have not changed it before, your password is the first three letters of your last name (case-sensitive) and the last four digits of your SSN.

E.g. For the preceding examples, corresponding passwords would be Smi5678; Ole5678; or Sat5678

If you have changed it in the past or you are still having problems logging in, use the “forgot my password” link to reset and create a new password that you can remember. If you are unable to successfully log-in in 5 attempts you will be locked out of your account.

New Password security tips

Your new password should be at least 8 characters long;

Include a combination of 3 of the following elements in your password: Uppercase, Lowercase, AND Symbol or Number

E.g. P@ssword or Password1 are acceptable passwords

Q6: Can I save my progress during registration?

A: No. There is no “save” functionality, please complete your registration in one sitting. Before beginning make sure you have sufficient time to complete the entire form. It should take about 15-20 minutes. If you cannot complete it, you can exit and come back to it, but your progress will not be saved.

Q7: Can I submit paper registration? / Can I pay by check?

A: Yes. As in the years past you are able to complete the registration information online; download and print the completed form to review; and submit to the HSBA with a check by mail. *If you find any inconsistencies between your online registration responses, and the printed responses, please make the proper corrections before you sign and submit the form to US.*

Submit your completed, form with check payment to:

Hawaii State Bar Association
Alakea Corporate Tower
1100 Alakea Street, Ste. 1000
Honolulu, HI 96813
Attn: ARS

Q8: How do I make corrections to my 2018 Registration form if I paid and submitted online?

A: Print your 2018 form from your My Account [My Account → Annual Renewal Archive]. Make the necessary corrections in pen and submit to ars@hsba.org.

Q9: How can I confirm that the HSBA has received my 2018 Registration?

A: Once your payment has been successfully processed, you will receive an email receipt to your Communications email address. The email receipt confirms our receipt of your 2018 registration and payment. Print or save this receipt for your records.

If you submit your registration online, you should get your receipt via email within a few minutes of submitting your payment. Check your Communications email address.

If you submit your registration by mail, you will receive your receipt via email after we process your payment. *It will take a few business days for your registration to be processed once received.* Your patience is appreciated. As long as your registration is postmarked by December 31, 2017 it will be deemed timely.

We will also publish a list of attorneys (by JD#) whose mailed in 2018 registration has been received in our office. You can check the HSBA homepage after 12 noon each business day to find your JD#. This list verifies that we have *received* your form. *Please keep in mind that it will take a few business days for our staff to process your mailed-in form.*

Q10: Can I print a copy of my 2018 Registration for my records?

A: Yes. Your 2018 registration form will be available to you in your HSBA My Account once your payment has been processed.

If you submit your registration online, your 2018 registration form will download to your desktop or downloads folder after you submit payment. You can also access it by clicking on “My Account” → “Annual Renewal Archive”

If you submit your registration by mail, a copy your 2018 registration form will download into your desktop or downloads folder. Print, review, make revisions as needed; then sign and submit with payment. NOTE: your 2018 form as received by the HSBA will be available in your “My Account” → “Annual Renewal Archive” once HSBA has processed your payment.

FAQ - RULE 22 (CLE & ETHICS)

Q11: What are the CLE requirements?

A: Pursuant to Rule 22, which was revised by the Supreme Court effective January 1, 2015, active members of the bar are required to complete at least three (3) credit hours of approved Continuing Legal Education (CLE) during each annual reporting period. At least once every three years active members shall complete one (1) credit hour of approved ethics or professional responsibility education. This credit hour shall count toward the annual CLE requirement.

2017 is the 3rd year since the January 1, 2015 revision to Rule 22. Accordingly, in the 2018 registration form, there will be a question pertaining to Ethics compliance during the 2015 – 2017 period. You must respond either yes or no to this question. Answering no to this question will trigger an automatic CLE Compliance Audit during 2018.

Q12: When is the deadline to complete 2017 CLE requirements?

A: December 31, 2017. You must self-report in the 2018 registration form whether you have completed your CLE requirement within the calendar year ending Dec 31, 2017.

Q13: Must I complete my 2017 CLE requirement before I complete the 2018 Registration?

A: The HSBA highly recommends that you complete the Rule 22 requirements *prior* to submitting your 2018 registration so that you may certify on the 2018 registration form that you have completed the required 3 CLE credits in 2017 and satisfied your 1 Ethics credit requirements during 2015 - 2017.

You must respond either yes or no to the CLE questions. Answering no to either of these questions will trigger an automatic CLE Compliance Audit during 2018.

NOTE: Even though you may submit your 2018 registration with late fees after December 31, 2017, CLE requirements must be completed by Dec 31, 2017.

Please contact Blaine Kawakami, MCLE Administrator at bkawakami@hsba.org for MCLE related questions and concerns.

Q4: How do I know how many CLE credits I have earned in 2017?

A: Hawaii is a self-reporting jurisdiction: It is the attorney's responsibility to track the number of CLE credits earned each year. See Rule 22(d). Please do not call the HSBA to inquire about how many CLE credits you have earned from third party (including HSBA section) CLEs.

You can check the number of credits you have earned through HSBA CLE Programs by accessing your CLE Classroom online via the HSBA website. Only certificates for HSBA CLE Programs will be available in your classroom. The HSBA does not maintain credit certificates for third party CLEs (including section CLEs). If you have taken an HSBA CLE, view/download your Certificates of Completion by following these instructions.

How to Access Your HSBA CLE Certificate

1. Login to your HSBA Account, and go to your **"My Account"** page
2. Click on the words **"CLE Account"**
3. Click the **"CLE CLASSROOM"** button to access your CLE classroom
4. Click **"I Agree"**
5. Click on **"My Credit"** on the right side of the website

These instructions are also available on the HSBA CLE Webpage.

Per Rule 22(d), active attorneys should maintain records of approved CLE for three (3) reporting periods. Certificates need not be submitted to the HSBA unless otherwise requested pursuant to an audit (random, compliance, or status change).

Q5: I'm changing from active in 2017 to inactive status in 2018, do I still have to certify to earning CLE in 2017?

A: Yes. If you change your status to Inactive for the 2018 year, you are still required to complete your Rule 22 requirement for the year ending 2017.