



Council of  
Legal Education

## GENERAL NOTICE NO. 1 OF 2025

### NOVEMBER 2024 ADVOCATES TRAINING PROGRAMME (ATP) EXAMINATION

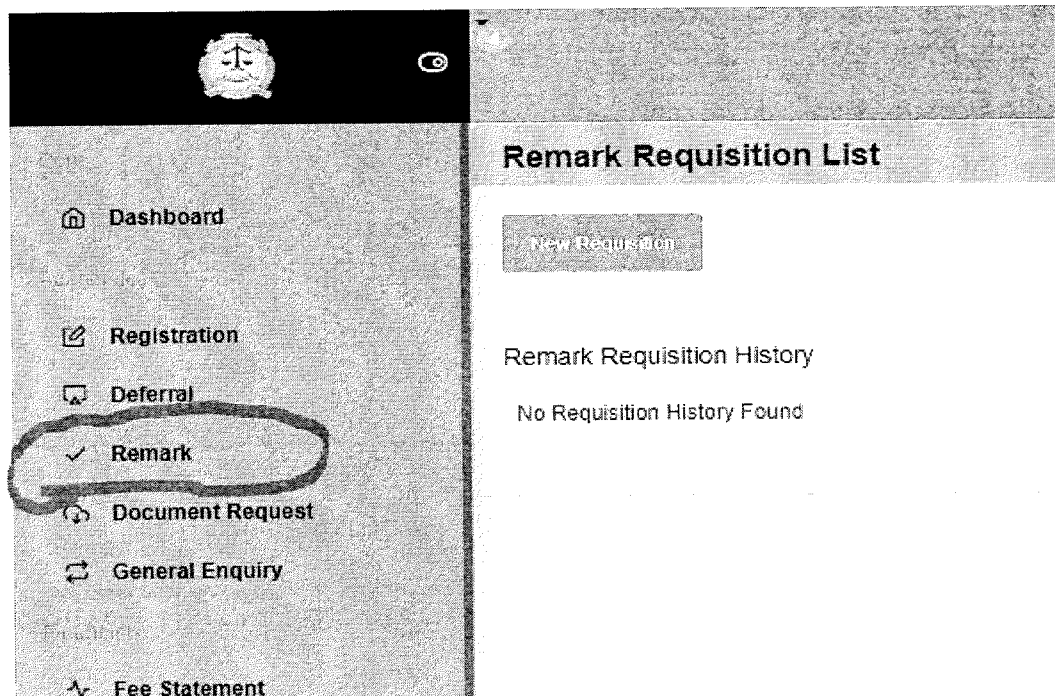
#### APPLICATION FOR REMARK OF EXAMINATION UNIT(S)

Following the release of the November 2024 ATP Examination, it is NOTIFIED for general information that:

1. Applications for Remark have been opened from 6<sup>th</sup> January to 5<sup>th</sup> February 2025.
2. The Remark application Will be ONLINE through the candidate's portal.
3. The requisite Remark fees are indicated in the Students Guide and can be viewed or downloaded from the Council's official website. The remark fee is payable through the candidate's portal via E-Citizen. **DO NOT** make payment for the remark unit(s) before the selection of units on the candidate portal.

#### INSTRUCTIONS FOR ONLINE REMARK REGISTRATION

1. Log in to the candidate portal via <https://exam.cle.or.ke:882/> and enter your registration number and password, then click 'Login'.
2. On the left of the screen, under Academics, click on 'Remark' and click on 'New Registration' as shown below:



6<sup>TH</sup> JANUARY 2025

- You will see a list of unit(s) that are eligible for remark. Select the unit(s) you want to remark and the system will bill you for the unit(s) selected.

Unit(s) For Remark

Unit	Description	Exam Series	Select
ATP 100	CARE REGISTRATION	2022 M1_APR	<input type="checkbox"/>

Available Funds : Ksh. 00

Amount to Pay : Ksh. 0.00

**Payment Information**  
Please pay the balance below before you can proceed to submit your registration:  
0.00

**Payment Option 1 - M-Pesa**      **Payment Option 2 - Bank**

Paybill Number	Account Number	Action	Bank	Account Name	Account Number	Reference Number

- After you have selected the unit(s), click on "Pay Now" to make payment.

Unit(s) For Remark

Unit	Description	Exam Series	Select
ATP 100	CARE REGISTRATION	2022 M1_APR	<input checked="" type="checkbox"/>

Available Funds : Ksh. 00

Amount to Pay : Ksh. 13,500.00

**Payment Information**  
Please pay the balance below before you can proceed to submit your registration:  
0.00

**Payment Option 1 - M-Pesa**      **Payment Option 2 - Bank**

Paybill Number	Account Number	Action	Bank	Account Name	Account Number	Reference Number
		<b>PAY NOW</b>				

- A popup window will appear as below. Input the full amount of money to pay as billed above and click 'Pay Now' on the popup.

**Payment** X

**Please note all services attract a convenience fee of Ksh. 50**

Amount to Pay

**PAY NOW**

**Close**

**Payment Information**  
Please pay the balance below before you can proceed to submit your registration:  
0.00

**Pay Now**

- After you click on PAY NOW as in the pop-up window above, you will be directed to the screen below where you will select your preferred payment method.

PAYMENT REF	TOTAL BILL
Select Payment Mode	
Mpesa	Kenya Commercial Bank
Equity Cash	Co-operative Bank (KES)
RTGS	Airtel Money
National Bank	Absa Bank
Debit/Credit/Prepaid Card	

7. Follow the steps to make the full payment noting the convenient fee charged for every transaction. **N.B.** Candidates should ensure that they have sufficient funds on M-Pesa during the registration. Partial payments will not go through.
8. Click on Complete Registration.
9. Confirm that your remark registration has gone through by checking under the Remark History under Instruction 2 herein.

Candidates must complete **BOTH STEPS**, that is selection of units and make full payment, for their remark application to be deemed complete.

**NB:** No payment should be made through the Pay bill number as previously provided by Council in its past remark series.

Remark registration should be made on or before **5<sup>th</sup> February 2025.**

  
 Secretary/ CEO  
 Council of Legal Education  
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MS. JENNIFER GITIRI, HSC  
 AG. SECRETARY/CHIEF EXECUTIVE OFFICER  
 COUNCIL OF LEGAL EDUCATION

