COUNCIL OF LEGAL EDUCATION

REGISTRATION FOR THE APRIL 2025 ADVOCATES REGISTRATION BY

A CONTINUING CANDIDATE

1. **CONTINUING** Login to your Candidate portal

Registration Number: (*KSL Number*)

Password: (***your password***) > ***Login***

To Reset Password > Click > **Forgot Password** *(A Password shall be sent to your email)*

https://exam.cle.or.ke:882/
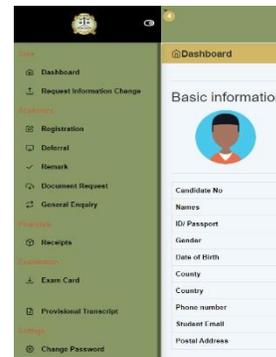
2. Click on **> Registration tab > Register / Add Units**

3. Select the unit(s) you need to register for. The screenshot **below** is for a candidate who has two Regular Units & one Re-sit

List of Regular Units			
Unit Code	**Unit Description**	**Entered**	**Select**
ATP 100	CIVIL LITIGATION	Yes	☑
ATP 101	CRIMINAL LITIGATION	Yes	☐
ATP 104	TRIAL ADVOCACY	Yes	☐
ATP 105	PROFESSIONAL ETHICS	Yes	☑
ATP 106	LEGAL PRACTICE MANAGEMENT	Yes	☐
ATP 107	CONVEYANCING	Yes	☐
ATP 108	COMMERCIAL TRANSACTIONS	Yes	☐

List of Resit Units			
Unit Code	**Unit Description**	**Entered**	**Select**
ATP 100	CIVIL LITIGATION	No	☐
ATP 101	CRIMINAL LITIGATION	No	☐
ATP 102	PROBATE & ADMINISTRATION	No	☑
ATP 103	LEGAL WRITING & DRAFTING	No	☐
ATP 104	TRIAL ADVOCACY	No	☐
ATP 105	PROFESSIONAL ETHICS	No	☐
ATP 106	LEGAL PRACTICE MANAGEMENT	No	☐
ATP 107	CONVEYANCING	No	☐
ATP 108	COMMERCIAL TRANSACTIONS	No	☐

4. Once you have selected the units you need to register for, the amount to pay will be displayed.

Available Funds : Ksh. .00

Bill Amount : Ksh. .00

Amount to Pay: Ksh. .00

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

Pay Now   Already Paid?

5. Proceed to click [Pay Now]. Make sure you input the entire amount you are required to pay plus a convenience fee of **Ksh. 50** in the pop-up window shown below. You must ensure that the exact amount prompted is what you pay using any of the payment methods.

Payment ✕

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

20050

Pay Now

Close

6. Once you click on [Pay Now] you shall be prompted to pick the payment method you would like to use.

PAYMENT REF	TOTAL BILL
NMLMGMZW	KES 20,100.00

elect Payment Mode

Airtel Money	Absa Bank
Co-Operative Bank (KES)	Consolidated Bank
Diamond Trust Bank	RTGS
EQUITY BANK	Family Bank
I&M Bank	JamboPay
Kenya Commercial Bank	Mpesa
National Bank	NCBA Bank
Pesaflow Direct	Pesawise
Stanbic Bank	TKash
Debit/Credit/Prepaid Card	

7. The example below demonstrates payment via the MPESA option.

   i. Go to Mpesa Menu on your phone.
   ii. Select Paybill option
   iii.   Enter business number 222222
   iv.   Enter the account number, e.g. AYBYQQXR
   v.   Enter the amount 20,050.00
   vi. Enter your MPESA PIN and send
   vii. You will receive a confirmation SMS from MPESA

Ensure to use absolute amounts, that is complete amounts without use of cents.

9. The example below demonstrates payment via the bank option.

Download Payment Instructions

ABSA ONLINE PAYMENTS

1. Login to Absa Access Online
2. Launch **Statutory Payments** widget > **Initiate Payment Instruction**
3. Under **Biller** select **eCitizen**
4. Enter eCitizen Reference Number: **WDEDKQGQ (Amount: KES 2050.00)**
5. Confirm amount and complete the payment.

Click **Complete** on eCitizen when done

Absa Branch

1. Visit any Absa Bank Branch
2. Request to make eCitizen payment.
3. Provide eCitizen reference number: **WDEDKQGQ (Amount: KES 2050.00)**
4. Teller will process the payment and issue a receipt to customer.

Once you have made the deposit click **Complete** below

Cancel   **Complete**

For any of the payment methods you choose, ensure you follow the instructions shown on your screen to complete the payments.

After completion of payments, ensure to refresh/reload or do a new log in to your Candidate portal so as to reflect the amount. Choose the units again and scroll down and click   **Complete Registration**

10. Select preferred Examination Region Location **(Nairobi ONLY)**

Examination Region Location:

--Select Preferred Examination Region Location--

--Select Preferred Examination Region Location--
Nairobi

11. Indicate any other special requirement(s) during examination? E.g. Left-handed, Expectant Mothers, etc. How you would want Council to facilitate you in the examination.
12. Indicate if you are a person living with disability (PwD)? How you would want Council to facilitate you in the examination.
13. ENSURE you   **Complete Registration**   click as this is when your units are completely registered.

All enquiries related to registration of examination should be channeled to the Directorate of Examination through either support@cle.or.ke examinations@cle.or.ke OR raise a Support Ticket on https://intranet.cle.or.ke/helpdesk/

Candidates are advised to furnish registration number in all their communications.