



COUNCIL OF LEGAL EDUCATION

GENERAL NOTICE NO. 24 OF 2022

**REGISTRATION FOR OCTOBER 2022 ADVOCATES TRAINING
PROGRAMME (ATP) EXAMINATION**

IT IS NOTIFIED for general information that registration for the October 2022 Council of Legal Education ATP Examination will commence on **8th July 2022** and close on **31st August 2022**

Candidates will be required to register Online through the Council candidate's portal <http://exam.cle.or.ke:882/>

The requisite Examination fees are as indicated in the Students Guide that can be viewed or downloaded from Council's official website. Examination fee is payable through **Mpesa Paybill No 4060345**. A candidate should only make payments after logging in to the portal and providing all requisite information and attachments where applicable.

Procedure for registration is provided below as follows.

- Appendix I: Procedure for registration of candidates who have used the CLE portal previously;
- Appendix II: Procedure for registration for a candidate registering for the ATP examination for the first time.
- Appendix III: Procedure for registration of candidates in respect to General Notice No. 17 of 2022 on candidates previously considered out of time and **have NOT used the CLE portal before**;

The registration process must be completed on or before **31st August 2022**. Candidates are encouraged to register within the specified period to avoid being locked out.

A list of registered candidates will be published on the Council website before the examination.

NB: A Regular candidate applying for registration of the ATP examination must have completed the Oral and Project examination.

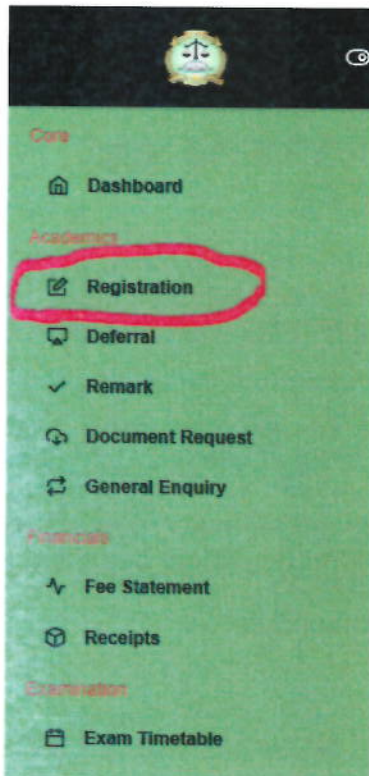
All registration enquiries should be channelled to the Directorate of Examination through the email: examinations@cle.or.ke only. Kindly furnish your candidate number in your communication.

**MR. GEORGE WAFULA
FOR: SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**

8TH JULY 2022

Appendix I: Procedure for registration of candidates who have used the CLE portal previously

Login to the candidate's portal via <http://exam.cle.or.ke:882/> and click on registration as shown below.



You will see your registration summary over the series as shown below

Registration Summary

	Programme	Exam Series	Registration Type	Registered Units	Deferred Units
View Registered Units	ATP	2022_04_APR	Regular	1	1
View Registered Units	ATP	2022_04_APR	Resit	2	0
View Registered Units	ATP	2021_11_NOV	Regular	0	0
View Registered Units	ATP	2021_11_NOV	Resit	0	0
View Registered Units	ATP	2021_04_APR	Regular	7	2

[Register/Add Units](#)

[Activate W](#)

To register or add units, click on the red button.

The next window will be of the selection of units and payment for the units.

The system will list for you the units that you have not passed in their respective categories whether first time (sitting for the first time) and resit (failed units).

If a unit is deferred, the column for deferred will be yes.

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Exam Series : 2022_07_JUL

List of Regular Units

Unit Code	Unit Description	Defered	Select
ATP 108	COMMERCIAL TRANSACTIONS	Yes	<input type="checkbox"/>

List of Resit Units

Unit Code	Unit Description	Defered	Select
ATP 101	CRIMINAL LITIGATION	No	<input checked="" type="checkbox"/>

Available Funds : Ksh. -35,000.00

Bill Amount : Ksh. +9,000.00

Amount to Pay: Ksh. -35,000.00

To register a unit, tick the check box on the unit row. You will see subsequent change in the billable amount.

After selection of the units, the system will compute for you the amount to be paid. Please note that the only available payment platform is via MPESA.

Payment Information

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

Kshs. 15,000.00

Payment Option 1 - M-Pesa

Paybill Number	Account Number	Action
4060345	20202016	<input type="button" value="Pay Now"/>

Payment Option 2 - Bank

Bank	Account Name	Account Number	Reference Number
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Examination Region Location:

--Select Preferred Examination Region Location--

Activate Windows
Go to Settings to activate Windows.

Click on Pay Now to make the payment. A popup window will appear. Confirm your phone number and click on trigger MPESA Express. A prompt will be sent to your phone for PIN Entry and deduction of funds from MPESA. Ensure you have sufficient funds.

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Payment - MPESA X

Payment Options:- MPESA Express

1. Confirm your phone number below before clicking on the MPESA Express Button
2. Leave phone unlocked to get the PIN prompt

07 [REDACTED]

Trigger MPESA Express

Didn't receive a prompt for PIN input on your phone? Follow the below steps

1. Go to MPESA Menu
2. Lipa na MPESA
3. Select Paybill
4. Enter Business Number as 4060345
5. Enter Account Number as [REDACTED]
6. Enter Amount as Kshs. 15,000.00
7. Enter PIN

Close

Use the Registration Number as the Account Number

After payment, the available funds will be credited with the equivalent of the paid amounts. Select the examination region of choice and then complete registration.

Examination Region Location:

Nairobi

Complete Registration

You will then be redirected to the registered units summary and will be able to see the series registered units.

Registration Summary

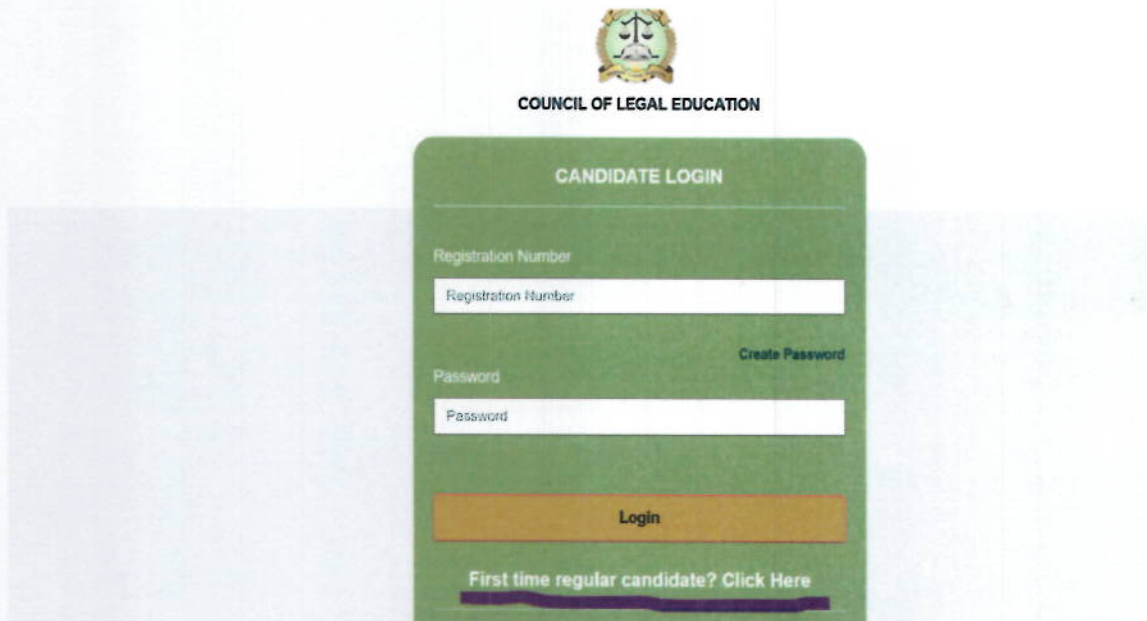
	Programme	Exam Series	Registration Type	Registered Units	Deferred Units
View Registered Units	ATP	2022_07_JUL	Regular	1	0
View Registered Units	ATP	2022_07_JUL	Resit	1	0

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Click on view registered units to view the list of registered units

Appendix II: Procedure for registration for a candidate registering for the ATP examination for the first time

Login to the candidate's portal and click as shown below to continue with registration process.



Please note that the following documents must be uploaded on the portal during the application process:

- a) A clear digital passport size photo (soft copy)
- b) Scanned original documents of: (strictly in PDF format)
 - i) Kenya School of Law Admission letter (all pages)
 - ii) LL.B University certificate
 - iii) LL.B University transcripts (all four years scanned in one document)
 - iv) High School certificate
 - v) National Identification card/passport (both sides scanned in one document)

Where applicable;

- Letter of equation from Kenya National Qualification Authority
- Pre-Bar Certificate (Kenya School of Law)
- Clearance by Council of Legal Education

Appendix III: Procedure for registration of candidates in respect to General Notice No. 17 of 2022 and have NOT used the CLE portal before

Fill in the **BIO-DATA FORM** - Form No. CLE/EX.05 and send a scanned copy to Council via email examinations@cle.or.ke. The form must be completely filled.

The Bio-Data Form is downloadable from the Council's official website.

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