## COUNCIL OF LEGAL EDUCATION

## GENERAL NOTICE NO. 16 OF 2023
## REGISTRATION FOR NOVEMBER 2023 ADVOCATES TRAINING PROGRAMME (ATP) EXAMINATION

IT IS NOTIFIED for general information that registration for the November 2023 Council of Legal Education ATP Examination will commence on Monday 14th August 2023 and close on Wednesday 20th September 2023.

Candidates should register within the specified period above to avoid non-compliance.

Candidates will be required to register by **logging in** http://exam.cle.or.ke:882/ to access the CLE online registration portal.

The requisite Examination fees are provided in the Students Guide which can be accessed or downloaded from the CLE's website. A candidate should ensure that they have enough money in their M-PESA and all the required attachments where applicable before logging into the portal.

Application for **HELB** for purposes of the November 2023 ATP examination will be closed on 6th September 2023.

The procedure for registration is provided below as follows.

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

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

Appendix III:  Procedure for registration of candidates in respect to General Notice No. 17 of 2022 on candidates previously considered out of time and sat the ATP examination before 2015

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

All enquiries related to the registration of examination should be channelled to the Directorate of Examination through: examinations@cle.or.ke. Candidates are advised to identify themselves using their registration number in all their communications.

**MS. MARY M. MUTUGI, OGW**
**AG. SECRETARY/CHIEF EXECUTIVE OFFICER**
**COUNCIL OF LEGAL EDUCATION**

31st July, 2023

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

**COUNCIL OF LEGAL EDUCATION**

**CANDIDATE LOGIN**

Registration Number

Registration Number

Create Password

Password

Password

Login

First time regular candidate? Click Here

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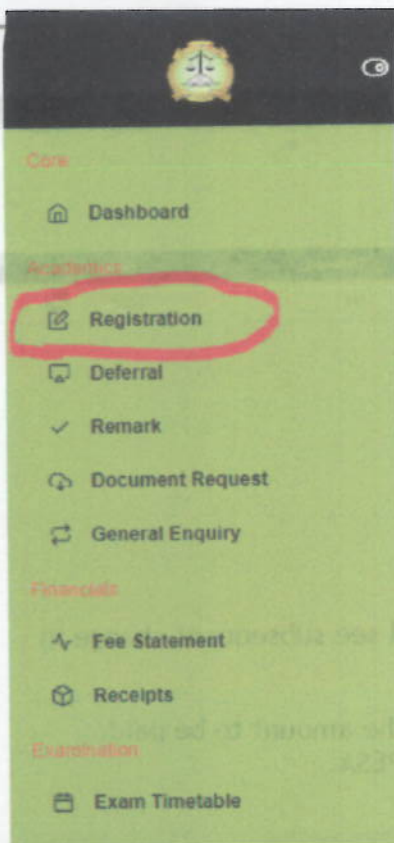
Where applicable;
- Letter of equation from Kenya National Qualification Authority
- Pre-Bar Certificate (Kenya School of Law)
- Clearance by Council of Legal Education

Follow the steps and prompts as guided in the portal with the required attachments.

**Appendix II: 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.

31st July, 2023

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

Registration Summary

|  | Programme | Exam Series | Registration Type | Registered Units | Defered 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

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.

Secretary/ CEO
Council of Legal Education
P. O. Box 829 - 00502, Karen
NAIROBI, Kenya

31st July, 2023

List of Regular Units

| Unit Code | Unit Description | Defered | Select |
|-----------|------------------|---------|--------|
| ATP 108 | COMMERCIAL TRANSACTIONS | Yes | ☐ |

List of Resit Units

| Unit Code | Unit Description | Defered | Select |
|-----------|------------------|---------|--------|
| ATP 101 | CRIMINAL LITIGATION | No | ✅ |

Available Funds : Ksh.

Bill Amount : Ksh.

Amount to Pay: Ksh.

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 | | Pay Now |

Payment Option 2 - Bank

| Bank | Account Name | Account Number | Reference Number |
|------|--------------|----------------|------------------|
| | | | |

xamination Region Location:

--Select Preferred Examination Region Location--

Complete Registration

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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*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**

Please note that your registration will only be complete after selecting the examination region and clicking complete registration button. 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 | Defered Units |
|---|---|---|---|---|---|
| View Registered Units | ATP | 2022_07_JUL | Regular | 1 | 0 |
| View Registered Units | ATP | 2022_07_JUL | Resit | 1 | 0 |

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

**Appendix III:** Procedure for registration of candidates in respect to General Notice No. 17 of 2022 on candidates previously considered out of time and **sat ATP examination before 2015**

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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.

NB: Please note that your registration will only be complete after clicking 'Submit' button.

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