

**Instructions for certificate holder's  
Signing up for continuing education classes through the  
State Bar of Arizona.**

**Website:** <http://www.legalspan.com/azbar/>

1. **Create an account.** In order to sign up for continuing education opportunities sponsored by the State Bar of Arizona, you must first create an account. To create an account, select "Register". Enter your email address, password, name, city, state, firm (if applicable) in the respective areas. In the area that requests your "Bar Number", enter your certification number.
2. **Locate a class/seminar/conference of interest.** Search the State Bar Website at <http://www.legalspan.com/azbar/> for the continuing education class you're interested in attending and click on "Add to Cart".
3. **Choose the date.** If there's an option for dates and times, choose the date and time you'll be attending.
4. **Continue Shopping.** You have the option to continue shopping if you wish. Follow steps one through three above.
5. **Fax in order.** You have the option to fax your order by clicking the "Fax in order" button and following the instructions on the screen.
6. **Pay online.** You also have the option to pay for the class online. You may do so by following the instructions on the screen.

**By phone:**

1. You may also register for any of the continuing education opportunities by phone by calling the State Bar of Arizona at 602-340-7315.