WASHINGTON STATE
BAR ASSOCIATION
Regulatory Services Department

MCLE ONLINE SYSTEM USER GUIDE

REPORTING ACTIVITIES

❖ How to Add a Live, Recorded or Law School Competition Activity:

1. From your MCLE Dashboard, click on the green “Add an Activity” button.
2. Select the activity type (Live Course, Recorded Course or Law School Competition).
3. Next, you will be prompted to search for the course. Enter the activity ID number if you know it ***or*** search by course details (use keywords only for best results).
4. If the activity appears in the search results, click on the activity ID number. Enter the number of credits earned and the viewing dates (if applicable), then click “Add to Roster.” The activity will automatically add to your roster.

If the activity does not appear in the search results, click the “Create New” button and fill out the CLE accreditation application. Applications must include a detailed agenda that provides the start and end times for each session and break. Without a detailed agenda, no credit can be granted.

5. Submit and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
6. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as “Incomplete” and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the “Comments & Communication” panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
7. If the application is approved, it will automatically be added to your online roster.

❖ How to Add a Law School Course Activity:

1. From your MCLE Dashboard, click on the green “Add an Activity” button.
2. Select the option for “Law School Course.” Please note: the school you attended must be a law school or the foreign equivalent of a law school.
3. Next, fill out the required fields on the application and attach a syllabus showing class times, dates, and subject matter for each date. Please note: exam and quiz time does not count towards MCLE credit.
4. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
5. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as “Incomplete” and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the “Comments & Communication” panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
6. If the application is approved, it will automatically be added to your online roster.

❖ How to Add a Course Preparation Activity:

You may receive a rate of up to five credits per hour of presentation time for both presenters and panelists, provided that the presentation time is at least 30 minutes in duration. You may receive one credit of “Prep Time”

for each hour *actually spent in substantive preparation for presentation* (not organizational or logistical aspects of the activity). Please note that you may only earn credit once for teaching or participating in the same accredited course in the same reporting period per Washington Supreme Court Admission and Practice Rule (APR)11(c)(2).
Instructions for Submitting a Course Preparation Application

1. From your MCLE Dashboard, click on the green "Add an Activity" button.
2. Select the option for "Course Preparation."
3. Next, you will be prompted to select the course where you presented. Click on the activity ID number. *If the course has not been approved, you must complete an application for the underlying activity before applying for Prep Time credit. See How to Add an Activity to your Roster above.*
4. Fill out the required fields on the application. Please note: members may earn up to five credits of "Prep Time" credit for each hour of presentation time.
5. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
6. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as "Incomplete" and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
7. If the application is approved, it will automatically be added to your online roster.

❖ How to Add a Law School Teaching Activity:

Lawyers acting as a part-time adjunct professor or lecturer may earn credit in connection with the first presentation of a specific law school course. Please note that full time teachers and lawyers whose primary employment is teaching law school courses may not earn credit for teaching or preparation of law school courses.

1. From your MCLE Dashboard, click on the green "Add an Activity" button.
2. Select the option for "Law School Teaching."
3. Next, you will be prompted to indicate if you are a full-time law school professor. You cannot claim credit if you are a full-time law professor.
4. Next, fill out the required fields on the application and attach a syllabus showing class times, dates, and subject matter for each date. Please note: exam and quiz time does not count towards MCLE credit.
5. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
6. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as "Incomplete" and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
7. If the application is approved, it will automatically be added to your online roster.

❖ How to Report Mentoring Credit:

Lawyers can receive MCLE credit for participating in an approved structured mentoring program. You can review the standards for approved mentoring programs and self-directed mentoring programs here.

1. From your MCLE Dashboard, click on the green "Add an Activity" button.
2. Select the option for "Mentoring Program"
3. Next, fill out the required fields on the application and attach the completed mentoring agreement, mentoring plan, and mentoring evaluation.

4. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
5. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as "Incomplete" and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
6. If the application is approved, it will automatically be added to your online roster.

❖ How to Report Pro Bono Service:

Lawyers can receive MCLE credit for providing pro bono legal services that are rendered through a qualified legal service provider (QLSP). There is a list of QLSPs here.

1. From your MCLE Dashboard, click on the green "Add an Activity" button.
2. Select the option for "Pro Bono Service"
3. Next, fill out the required fields on the application and clearly indicate which qualified legal service provider your pro bono service was completed through.
4. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
5. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as "Incomplete" and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
6. If the application is approved, it will automatically be added to your online roster.

❖ How to add a Writing Activity:

Lawyers can receive MCLE credit for writing for the purpose of lawyer, LLLT, or LPO education, when the writing has been published by a recognized publisher of legal works as a book, law review, or scholarly journal article of at least 10 pages.

1. From your MCLE Dashboard, click on the green "Add an Activity" button.
2. Select the option for "Writing Credit"
3. Next, fill out the required fields on the application and attach a minimum 10 page sample or the work in its entirety.
4. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
5. Check your MCLE roster page periodically. If more information is needed, the activity will be flagged as "Incomplete" and it will appear at the top of your MCLE Dashboard. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. You will also receive an email notification to your email address on file.
6. If the application is approved, it will automatically be added to your online roster.

CERTIFICATION

❖ How to Certify Your MCLE Reporting Period Roster:

1. From your MCLE Dashboard, review your roster of courses to ensure all activities have been reported accurately and that none are duplicated.

2. Once your roster correctly reflects that you have fulfilled the credit requirements, submit your certification form by:
   (1) Selecting the checkbox in the "Certify" column next to each activity or the box at the top of the column selecting all.
   (2) Read the certification statement and select the checkbox next to it to agree to the statement.
   (3) Enter your current location in the text field.
   (4) Click the "Certify" button.
3. Check your certification status by reviewing the "Reporting Period Summary" panel and the "Comments" section located on the Dashboard. The certification status will update to Pending Review when successfully submitted. An MCLE Analyst will review your submission generally within two weeks. If additional information is required, the certification status will be updated to Incomplete and a comment will be made detailing what is needed.
4. Pay the MCLE late fee, if applicable.

❖ How to Certify via Comity Certificate:

If you are active member of the Oregon State Bar, Idaho State Bar, or Utah State Bar and you are credit compliant with one of those jurisdictions, you may certify MCLE compliance in Washington by submitting a Comity Certificate from that jurisdiction. Please refer to each of their websites for instructions on the process for obtaining a Comity Certificate. Please note a Certificate of Good Standing is not acceptable in lieu of a Comity Certificate.

1. From your Dashboard, click on the link for "Submit Comity Certificate" from the left-hand navigation.
2. Enter the certificate date and select your comity state.
3. Attach a PDF copy of your comity certificate and click Submit.
4. Pay the $25 comity submission fee. Your certificate will not be reviewed until payment is processed. An MCLE Analyst will typically review your submission within two weeks.
5. Periodically check your compliance status by reviewing the "Reporting Period Summary" and the "Comments" section located on the Dashboard.
6. Pay the MCLE late fee, if applicable.

❖ Why Does it say I am not compliant when I have met the Credit Requirement?

Meeting the credit requirement is only one part of your MCLE Compliance. In addition to reporting the minimum number of credits, you must certify those credits by February 1(or first business day in February) following the end of your reporting period. Only once you report and certify all credits, and an MCLE Analyst verifies your certification, will you be marked as compliant for the reporting period. This indicator will be viewable in the Reporting Period Summary. If this indicator shows as "Not Compliant," then you are not compliant and need to review the MCLE Analyst's comments or pay the MCLE Late Fee.

❖ Requesting a Comity Certificate to Submit to Another State Bar:

If you are an active member of the Oregon State Bar, Idaho State Bar, or Utah State Bar and you are currently credit compliant with Washington MCLE requirements, you can request a comity certificate to submit to those jurisdictions in lieu of credit compliance. Prior to ordering, please be sure you are compliant for the reporting period for which you are requesting a comity certificate.

1. From your Dashboard, click on the link for "Request Comity Certificate" from the left-hand navigation panel.
2. Pay the $25 Comity Request Fee (plus tax). Your comity certificate will not be created until payment has been processed. Please allow up to 24-48 hours for processing.
3. To download your certificate, login to your MCLE Profile, click the "Request Comity Certificate" link, and click the "Download" button.

❖ Incomplete Certification

If you receive notice of an incomplete certification or log in to your dashboard and find your certification was returned as incomplete, review the comment provided in the Comments & Communication box. If you have any questions regarding the comments please reach out to an MCLE Analyst at 206.733.5987 or mcle@wsba.org.

❖ Eight Hour Rule Explained:

A lawyer, LLLT, or LPO may earn no more than eight credits per calendar day.

❖ Carry Over Credit

If a lawyer, LLLT, or LPO completes more than the required number of credits for any one reporting period, up to 15 of the excess credits, 2 of which may be ethics and professional responsibility credits, may be carried forward to the next period.

MCLE Late Fees

The Washington Supreme Court MCLE Board set the fee for late compliance with triennial CLE reporting requirements as $150 for the first occurrence and increasing by $300 for each consecutive period of late compliance. Please note the late fee only increases for late compliance on a consecutive reporting period. If you are on time for a period this resets the fee schedule to $150. Please see the chart below for reference.

MCLE Late Fee Amount	Late Periods
$150	First late period
$450	2nd consecutive period
$750	3rd consecutive period
$1,050	4th consecutive period
$1,350	5th consecutive period
$1,650	6th consecutive period
$1,950	7th consecutive period
$2,250	8th consecutive period
$2,550	9th consecutive period
$2,850	10th consecutive period

Missing either of these deadlines is considered late compliance and will result in a late fee:

- Earn credits by Dec. 31 of the last year of your reporting period.
- Certify credits by Feb. 1 of the year following the end of your reporting period.

MCLE Online System Tips

❖ My Dashboard

Your MCLE Dashboard provides a quick overview of your current reporting period.

Basic information provided on the Dashboard includes:

- Current Reporting Period Summary which includes current deadlines.
- Outstanding fees (if any)
- Current Reporting Period Roster of Activities

You can navigate the MCLE Online System via links on the left side of the screen and tabs on the upper right side of your screen. The left side provides page specific links to your WSBA profile, payments, compliance history, Add an Activity, Request Comity Certificate, and Submit Comity Certificate(only listed during licensing/certification period). On the upper right side, these tabs are consistent on each page in the system and can quickly navigate you to My Dashboard and My Activities.

❖ Reporting Periods - Tabs and Compliance History

On the right side of your dashboard's Reporting Period box you will find the reporting period tabs. This will allow you to select the current or immediate past period to view the reporting period summary and roster of reported activities.
My Compliance History is located on the left side of your dashboard. By selecting this link you can review past reporting period compliance. First you will see a table of each past period and your compliance status for each. By selecting an individual reporting period, you will see the reporting period summary and roster of reported activities.

❖ Roster of Activities

Your current roster of reported activities is located in the Reporting Period box on your dashboard. This is the list of activities and credits you or a CLE Sponsor has reported to the MCLE Online System. Depending on the size or zoom level of your browser window, you may need to use the horizontal scroll bar at the bottom of this roster to view the right most columns.

❖ Removing Activities from Your Roster

You can remove activities from your roster of reported activities.

1. From your dashboard, select the Activity ID (Act ID) number for the activity you would like to remove.
2. Scroll to the bottom of the Activity Details page.
3. Check the box labeled "Remove Activity from Roster"
4. Select the Update Activity button and the activity will be removed from your roster.

❖ Responding to Incomplete Activities

If you receive notice of an incomplete status on an activity or log in to your dashboard and find an activity was returned as incomplete, select the Activity ID (Act ID) number. This will take you to the Activity Details page where you can review the comment provided in the Comments & Communication box. Please address any requests made in the comment and then resubmit the activity by selecting the Submit button. If you have any questions regarding the comments please reach out to an MCLE Analyst at 206.733.5987 or mcle@wsba.org.

❖ My Activities Page

All activities submitted by you will be listed on your My Activities Page. This includes any activities marked approved, incomplete, pending review or denied. This list does not include activities submitted by CLE sponsors or any activities not originated by you.