

### **Credit for Course Preparation Time:**

Licensed legal professionals (LLPs) who presented at an approved CLE activity as a speaker or panelist, can receive CLE credit in two ways:

- Attendance Credit – One credit per hour spent actually presenting at an approved activity. Any time spent presenting would earn the same attendance credit as what an attendee would earn from listening to the presentation.
- Course Preparation Credit – LLPs may also receive CLE credit in the Other or Ethics credit categories for the time spent in preparation for that presentation. You must be on the attendance list or have the activity on your transcript in order to claim course prep credit.

LLPs 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. LLPs may receive one credit of “Prep Time” for each hour actually spent in substantive preparation for your presentation (not organizational or logistical aspects of the activity).

### **Instructions for Submitting a Course Preparation Application**

1. Sign in to MCLE Profile at <https://mcle.wsba.org> (same login credentials as MyWSBA).
2. Click “ADD CREDIT”.
3. Click the “Select Activity Type” button.
4. Click the “Next” button.
5. Select the “Course Prep” option.
6. Review the Court Rule and select the activity for the course in which you participated as a presenter. If the course has not been approved, you must complete an application for the underlying activity before applying for Course Prep credit.
7. Enter application details.
8. Click on “Submit Application” and record the activity ID number for your records. MCLE Analysts typically review submissions within two weeks.
9. Check the “MY APPLICATIONS” MCLE tab periodically. If additional information is needed, activities will be flagged as “Incomplete.” Highlight and click the incomplete activity row and review the “Comments & Communication” panel for instructions from the MCLE Team.
10. Approved applications are automatically added to LLP’s MCLE transcript.

For further assistance see [www.wsba.org/MCLE](http://www.wsba.org/MCLE) or contact MCLE at [mcle@wsba.org](mailto:mcle@wsba.org) or 206-733-5987.