

Certify MCLE Compliance via Comity

The CLE requirements in Oregon, Idaho and Utah substantially meet Washington's education requirements. These states are designated as comity states. Lawyers may certify compliance with these rules in lieu of meeting the Washington education requirement by paying a \$25.00 comity fee and filing a Comity Certificate of MCLE Compliance from a comity state certifying to the lawyer's subjection to and compliance with that state's MCLE requirements during the lawyer's most recent reporting period, per APR 11(c)(6).

Instructions to Submit a Comity Certificate

1. Sign in to MCLE Profile at <https://mcle.wsba.org> (same login credentials as MyWSBA).
2. From "MY DASHBOARD" click on the "Submit Comity" button located in the first compliance information box.
3. Review and answer the comity eligibility question and click the "Next" button.
4. Select the "Certificate Date" and "Comity State" and click the "Add Document" button to upload a PDF version of the comity certificate.
5. Click on the "Submit Certification" button.
6. Select the "Proceed to Billing" and "Proceed to Payment" buttons to pay the \$25 incoming comity fee. ***Your certificate will not be reviewed until payment is processed.*** MCLE Analysts typically review submissions within two weeks.
7. Check the "MY DASHBOARD" MCLE tab periodically for compliance status. If additional information is needed, comity certification will be flagged as "Incomplete." Click on "Edit Comity" to review the "Comments & Communication" panel for instructions from the MCLE Team. Update as necessary and click "Resubmit Certification."
8. If applicable, pay the MCLE late fee.
9. Complete licensing renewal requirements at licensing.wsba.org. (This step may be completed prior to submitting comity certification.)

NOTE:

A Comity Certificate of Compliance cannot be dated more than six months prior to the submission date.

A "Certificate of Good Standing" or a list of courses taken to meet your comity state's credit compliance requirements is **not** acceptable for fulfilling the comity requirements.

A lawyer's Washington reporting period and their comity state reporting periods do not need to be identical. To meet compliance requirements in Washington, the Certificate of Compliance from the comity state must show that the lawyer met the MCLE compliance requirements for their most recent comity state reporting period.

A Comity Certificate of Compliance – signed by the state MCLE administrator – may be obtained by contacting the MCLE offices in the states listed below:

[Oregon](#) – The OSB MCLE Department (503) 431-6315 or mcle@osbar.org

Idaho - The Membership Department at (208) 334-4500 or mcle@isb.idaho.gov.

Utah - The Utah MCLE Department at (801) 531-9077 or mcle@utahbar.org.