

Credit for Pro Bono Activities – Licensed Legal Professionals (LLPs)

LLPs may earn unlimited pro bono credits in the “other” credit category for pro bono work provided through a [Qualified Legal Services Provider](#).

Instructions for Submitting a Pro Bono 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 option for “Pro Bono Service.”
6. Review the Court Rules and click the “Next” button.
7. Answer the eligibility question and click the “Next” button.
8. If determined eligible, complete the required fields.
9. Click on “Submit Application” and record the activity ID number for your records. MCLE Analysts typically review submissions within two weeks.
10. 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.
11. Approved applications are automatically added to LLPs’ MCLE transcripts.

Note: For pro bono service applications, the sponsor listed must be recognized by the WSBA as a [Qualified Legal Services Provider](#) as defined in APR 1(e)(8).

For further assistance see www.wsba.org/MCLE or contact MCLE at mcle@wsba.org or 206-733-5987.