

Add Law Clerk Tutoring Credits – Licensed Legal Professionals (LLPs)

Instructions for Adding Law Clerk Tutoring Credits to MCLE Transcript:

1. Sign in to MCLE Profile at <https://mcle.wsba.org> (same login credentials as myWSBA).
2. Click “ADD CREDIT” button on the dashboard page.
3. Click the “Select Activity Type” button.
4. Click the “Next” button.
5. Select the “Law Clerk Tutoring” option.
6. Review the applicable court rules and click the “Next” button.
7. Answer the eligibility question and click the “Next” button.
8. If determined eligible, complete required fields and add your tutor’s monthly certificate.
 - a. Note, the monthly certificate hours are a per week value, so, be sure to include full monthly value for the Personal Supervision Hours.
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 members’ MCLE transcripts.

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