Important MCLE Compliance Reporting Information
Group 3 Reporting Period 2011-2013

Obtaining Your Credits	**Minimum credits required**	By **December 31, 2013**, you must earn at least the minimum number of credits needed for compliance. You can view the number of credits due by going to your online roster page. Look for the "Credits Required for Compliance / Credits Remaining for Compliance" box below your roster.
	Live vs. AV credits	**A "Live" activity takes place in "real time" – it is <u>not</u> <u>pre-recorded</u>.** For a Live activity, participants attend either in person or via teleconference, videoconference or webcast – <u>at the time the course is actually being presented</u> and can pose questions to the instructor(s) during the course; all participants must hear the question and answer live.
	Obtaining WSBA-approved credits	**Course credits must be officially approved by the MCLE Board** before they may be used to meet your MCLE compliance requirement. If you are not sure if a course you attended has been approved, you may search online (see "Tools & Resources" below), or you may contact the WSBA Service Center.
		If a course has been approved by the MCLE Board it will have a 6-digit ACTIVITY ID NUMBER. This number must be included on your C2 form to correctly identify the courses you attended. For CJE credits, provide a transcript from the Board of Continuing Education (BCE) [in the Administrative Office of the Courts (AOC)], **360-753-3365**.
		If a course has not yet been approved by the MCLE Board or the BCE, you must apply for approval by submitting a Form 1 application online or by paper. Online Form 1s have a faster turn-around time. See "Tools & Resources" below.
Certifying Your Credits	**How to certify credits**	**You must certify your credits to be compliant (APR 11.6(b)).** You will have two options for doing this. **(1)** You can certify online at www.mywsba.org <u>if you have met the credit requirements</u>. Instructions will be provided in your licensing packet (mailed in October 2013). **(2**) You can certify your credits by filling out and returning the paper MCLE Certification (C2) form in your licensing packet. **You will not be able to certify compliance online if you have not met the credit requirements.**
	How to complete and submit your <u>paper</u> C2 (MCLE Certification) form	The C2 form must be signed and dated; the city and state where signed must also be indicated. Please keep a copy for your records.
		List each MCLE Board-approved course that you attended on the back side of the certification. (Alternatively, you may print and attach a copy of your online roster. Write "See Attached" on the form). Total the credits and complete the form. Please do not attach spreadsheets or other documents.
		This certification must be <u>postmarked</u> or delivered to the WSBA by **February 1, 2014** to meet compliance requirements and avoid penalty.
		You must submit the completed C2 form by **February 1, 2014** even if you are unable to fulfill the credit requirement. (Credits were to have been completed by December 31, 2013.)
		You can print a replacement C2 form from your online MCLE home page.
Certifying via Comity	**How to complete and submit your C2 form**	If you are certifying via comity – because your primary practice state is not in Washington and you are an active member in ID, OR, or UT – you must indicate the comity state in the appropriate blank ("I report in…") on the C2 form. You must also **(1)** Sign the C2 Certification, and **(2)** Attach an official <u>Comity Certificate of MCLE Compliance</u>. You must request the Comity Certificate from the appropriate Bar Association (OR, ID, or UT). WSBA will not accept your Compliance *Report* from a comity state as evidence of compliance or a "Certificate of Good Standing".

Deadlines & Penalties	**Deadline for completing credits**	CLE credits must be completed by **December 31, 2013**. A late fee will be assessed for credits earned January 1, 2014, or later.
	Deadline for certifying credits	Your paper C2 certification form must be postmarked or delivered to the WSBA by **February 1, 2014**. Online certification must be completed by **February 1, 2014**. A late fee will be assessed if the certification deadline is not met.
	Instructions if credit deadline cannot be met	If you are unable to complete your credits by the deadline you still must, by **February 1, 2014,** **(1)** Postmark or deliver your C2 form listing the credits that you have earned to date, and **(2)** Petition the MCLE Board in writing for an extension. A complete explanation is required as to why an extension is needed. If an extension is granted, **late fees are still due**. If compliance requirements have not been met or an extension has not been requested by February 1, 2014, you will be subject to suspension from the practice of law.
	Assessment of late fees	**Cumulative Late Fees**: The late fee is $150 the first time you earn credits or certify credits late. An additional $300 is added to this $150 for every additional consecutive reporting period in which you earn credits or certify credits late. Therefore, the late fee is $450 for your second consecutive late period, $750 for your third consecutive late period, etc. Once you have filed on time – with all credits taken within the reporting period and certification submitted by the deadline – the late fee for future late credits and/or late certification will start over at $150. Check your online roster (see "Tools & Resources") to determine if you have had a previous late fee.
		The assessed late fee must be paid before you will be deemed compliant for this reporting period.
		Late fees are assessed only once in a reporting period – either for credits that are earned late, for certifying late, or both. They do not increase within one reporting period, nor do they multiply for multiple offenses within the same reporting period.
	Suspension process	If you are not compliant by **February 1, 2014** and you have not been granted an extension by the MCLE Board, you will receive a pendency of suspension notice by certified mail. You must show compliance by the deadline stated in the notice or petition the MCLE Board. (APR 11.6(c))
		If you neither show compliance nor petition the MCLE Board by the pendency of suspension notice deadline, your name will be submitted to the Supreme Court recommending your suspension from the practice of law.
Tools & Resources	**Viewing your personal online roster**	Go to www.mywsba.org and login using your bar number and password. If this is your first time using our system, click on "reset password' to have a password emailed to you. **NOTE:** You must have a valid email address on file at the WSBA to use this online system.
	Searching for courses online	Go to www.mywsba.org and click on the "MCLE Activities Search" tab at the top of the page. Using the search box provided, enter the month, year, and location of the course you took or want to take, and then click "Search" to find all matching approved courses. Type "Teleconference" or "Webcast" in the "City" field and change the "State" field to "Any" to search for these types of courses. If you type "Online" in the location box it will bring up both live and AV courses. Type one or two key words in the "Title" field to find courses on a particular topic. You can also search for courses using the "Search Upcoming Courses" link just above the right side of your online MCLE roster.
	Instructions for submitting courses for approval (Form 1)	For instructions about how to submit courses electronically, please contact the WSBA Service Center. Submitting Form 1s electronically allows you faster service than paper Form 1s.
		To locate the paper Form 1 to print and complete, please go to this web page: www.wsba.org/Licensing-and-Lawyer-Conduct/MCLE/Members/Forms
	Questions	If you have any questions, please contact the WSBA Service Center at 206-443-WSBA (9722), 800-945-WSBA (9722), or questions@wsba.org.