Add Realtime or Recorded Activities – Licensed Legal Professionals (LLPs)

Instructions for Adding Realtime or Recorded Activities 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. **If WSBA Activity ID number* is known:**
   a. Select "Enter Activity ID" button and enter the Activity ID number in the field.
   b. Click the "Next" button.
   c. Confirm or update the auto-filled number of credits earned and for recorded activities, enter the viewing dates, then click "Add Credits." The activity automatically is added to your transcript.

4. **If activity type (realtime or recorded) is known** but WSBA Activity ID is unknown:
   a. Click the "Select Activity Type" button.
   b. Click the "Next" button.
   c. Select how you earned this activity ("Realtime Course" or "Recorded Course").
   d. Select and enter the activity details you know about the course (activity sponsor and dates or activity title) and click "Next."
   e. If the activity appears in the search results, click on it. Confirm or update the auto-filled number of credits earned and for recorded activities, enter the viewing dates, then click "Add Credits." The activity will automatically add to your transcript. (*Note: To narrow search results, search criteria can be updated in the left margin.*)
   f. If the activity does not appear in the search results, you might try using different search terms or only key words of the title to make sure it truly is not already approved. Otherwise see 5 below.

5. **If the activity does not appear in the search results**, **create a new application**:
   a. Select the appropriate application type ("Realtime" or "Recorded") located next to the "Start New Activity Application" header.
   b. "Select Practice Areas" – This helps legal professionals find courses relevant to their practice areas or interests
   c. Enter the Duration in minutes
   d. Enter credits in increments of 15 minutes or .25 credit hours (for example, 60 minutes = 1.0 credits)

      Note: Washington has the following credit types: law & legal, ethics, equity, and "other"; please see MCLE Credit Categories and Approved Subjects for additional information.

   e. Identify the credit type for each session

f. “Concurrent Sessions”, toggle this on if it is conference with concurrent sessions or different tracks. Enter the max for each credit type for all sessions and then the maximum allowed for the course which should be less than the sum of the separate credit types

g. Attach document(s) with the following required information to assist in determining the appropriate accreditation (preferably in PDF):

  - A detailed agenda, including the start and end times of all sessions and breaks
  - Presenter bios demonstrating qualifications for presenting on the course topic
  - Brief course description, and for longer seminars and conferences, a description for each session
  - Note: All course materials are generally **not** required; a brief description usually suffices for credit determinations.

h. If you have any additional information you want to communicate about the activity, you may add a comment to the WSBA staff.

i. Submit for review.

Additional MCLE Application Submission Information:

- MCLE Analysts typically review submissions within two weeks.
- 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.
- Approved applications are automatically added to LLPs’ MCLE transcripts.
- Automatic email notifications are sent upon application submission and anytime application status updates occur.

CLE Credit Reporting Reminders:

Realtime (Live), WSBA-Approved CLE Activities

- Sponsors report attendance for realtime, WSBA-approved CLEs within 30 days of the event.
- LLPs should not apply for realtime, WSBA-approved CLEs until 30 days after the event to allow time for sponsor to submit attendance.
- LLPs can contact the sponsor to determine when they intend to report attendance.

Recorded CLE Activities

- LLPs self-report their CLE credits for recorded activities.
- Sponsors may provide a certificate of completion and list the approved activity ID number. LLPs should use this number in the activity ID search field to add a recorded activity.

Please Note:

- One MCLE credit may be claimed for each 60 minutes of participation in an accredited activity. Time spent on course registration, introductions, breaks, evaluations and business meetings are not eligible for credit.
    - LLPs are responsible for adjusting their records when the actual time spent in an accredited activity is less than the maximum approved credit-hours.
    - Adjustments must also be made for late arrival, early departure, or other periods of absence.
- To **remove** activities from current reporting period transcript:
    - Highlight and click the activity row to be removed.
    - Click on the "trash can icon" on the far-right side.
- To **update** activities on the current reporting period transcript:
    - Highlight and click the activity row to be updated.
    - Make necessary edits and click on the "Update" button.
- At the end of their reporting periods, LLPs must certify their credits to satisfy MCLE compliance requirements. This must be done online at https://mcle.wsba.org.
- A "Certificate of Attendance" or other sponsor-provided certification is not sufficient to receive credit for a course that has not yet been approved by the Washington MCLE Board.

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

*For a number of common providers, Activity ID information is listed on a certificate that you receive upon completing a course. Some common terminology that providers use to describe the Activity ID number include:

Jurisdiction Activity/Approval Code	Course Number	Course Code
Course/Activity Number	State Course Number	Course ID
Reporting Number	A/V Approval Number	State Activity Number
Activity ID	Accredited Association Code	Course Number
Activity Number	Course #	Washington (Course No.)