

Carryover Credits and Supplemental Certification (LLPs)

Carryover credits from the previous reporting period may be used to meet requirements of the current reporting period. A maximum combined total of 15 credits,* two (2) of which may be ethics credits, can be carried over to the next reporting period.

To count as carryover credit the activities from the past reporting period must be certified. LLPs can submit **supplemental certification** for additional credits that were not certified (for example credits were added after you submitted your certification).

Supplemental Certification Instructions:

1. Sign in to MCLE Portal at <https://mcle.wsba.org>
2. Log in using WSBA license number and password (same credentials as myWSBA).
3. Select "MY TRANSCRIPT" tab located in blue banner.
4. Review the current reporting period "info" box located under the "My (current reporting period) Transcript" header.
5. If potential carryover credits exist from the prior reporting period, it will be noted as, "*You have additional credits from (prior reporting period) to certify that may increase your carryover credit for (current reporting period).*" If this message is present, continue to step #6.
6. Click on the "View Prior Transcript" button.
7. Click on the "Certify Credits for Carryover" button.
8. Select the checkbox next to each uncertified activity to confirm reporting accuracy. (To confirm reporting accuracy of all uncertified activities, select the "Confirm All" button located on the top, left corner of the transcript.)
9. Click on the "Continue to Attestation" button located on the bottom, right corner.
10. Review the certification statement and select the checkbox.
11. Select and complete the applicable fields for your current geographic location.
12. Click the "Submit Certification" button.

Additional Information

- To check supplemental certification status submissions:
 - Select "MY TRANSCRIPT" tab located in blue banner.
 - Scroll to "My Reporting Period Transcripts" and select the appropriate period.
- The supplemental certification status updates to Pending Review when successfully submitted.
- MCLE supplemental certification submissions are processed in the order received.
- MCLE Analysts typically review submissions within two weeks. If additional information is required, the supplemental certification status will be updated to "Incomplete."
- If applicable, pay the MCLE late fee.
- Complete license renewal requirements at [Licensing.wsba.org](https://www.wsba.org). (This step may be completed prior to certification.)

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

*The state Supreme Court ordered a one-year extension of MCLE reporting for licensed legal professionals in 2018–2020 reporting period and correspondingly reduced the 2021-2023 reporting period by one year. These two reporting periods are now **2018-2021** and **2022-2023**. [Read the order](#). Here are the details:

- Licensed legal professionals in the extended reporting period were required to earn their credits by December 31, 2021 and certify compliance by February 1, 2022.
- This reporting period is a shortened two year reporting period: 2022-2023. As a result, the order allows for an **additional 15 carryover credits** (30 total carryover credits, up to 4 of which may be ethics) that were earned in the extended reporting period.
- The credit requirement for the extended reporting period and the shortened reporting period remains the same.