

## **Law School Teaching Courses – Licensed Legal Professionals (LLPs)**

LLPs acting as a part-time adjunct professor or lecturer may earn credit in connection with the first presentation of a specific law school course per reporting period. Please note, full-time teachers and LLPs whose primary employment is teaching law school courses may not earn credit for teaching or preparation of law school courses.

Credits can be earned as follows:

- Presentation time – one credit for each 60 minutes of presentation time for the first presentation of a specific law school course, and
- Preparation time – one hour of prep time credit can be earned per each hour actually spent in preparation for the substantive presentation, at a rate of up to five credits per one hour of presentation time.

### **Instructions for Submitting a Law School Teaching 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 “Law School Teaching” option.
6. Review the Court Rule and click the “Next” button.
7. Answer the eligibility question and click the “Next” button.
8. If determined eligible, complete required fields and add course syllabus/class schedule.
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.

**Note:** Submit a separate CLE credit application for “Course Prep” after submitting the “Law School Teaching” credit application if desired.

For further assistance see [www.wsba.org/MCLE](http://www.wsba.org/MCLE) or contact MCLE at [mcle@wsba.org](mailto:mcle@wsba.org) or 206-733-5987.