Records Retention Requirements

All sponsors must retain records as required in Washington Supreme Court Admission and Practice Rule (APR) 11(j). See below for relevant excerpts of the rule:

- APR 11(j)(2) The sponsor must provide each participant with an evaluation form to complete. The forms or the information from the evaluation forms must be retained for two years and provided to the Bar upon request.

- APR 11(j)(4) The sponsor must retain course materials for four years from the date of the course. Upon request of the Bar, a sponsor must submit for review any written, electronic, or presentation materials, including copies of audio/visual courses.

- APR 11(j)(5) The sponsor must keep accurate attendance records and retain them for six years. The sponsor must provide copies to the Bar upon request.

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