# Mini-CLE Quick Reference Guide

The below chart gives a basic overview of the roles and responsibilities for a Mini-CLE.
Please see page 2 of this document for an overview of webinar/in-person event/hybrid event procedures.
Please email any questions to minicle@wsba.org.

| Tasks | Section | WSBA |
|---|:---:|:---:|
| Designs CLE Program & Recruits Speakers | X | |
| Checks for potential date conflicts and reserves date on the CLE calendar[1] | | X |
| Secures event space/webinar platform and assumes event-related expenses[2] | X | |
| **Submits completed event form no later than 6 weeks prior to event** | X | |
| Reviews event form and works with Section to make sure all details are complete | | X |
| Communicates procedures and timelines | | X |
| Reviews agenda and submits for appropriate MCLE accreditation | | X |
| Sets up and administers registration | | X |
| Creates marketing materials and sends e-blast marketing email[3] | | X |
| Collects & distributes course materials | X | |
| Reviews course materials for MCLE accreditation standards[4] | | X |
| Administers all aspects of the day-of event | X | |
| Reports attendance/CLE credit | | X |

[1] WSBA CLE generally avoids having two CLE programs scheduled at the same time. You may request to reserve a date/time prior to submitting your event form (up to 6 months in advance) by emailing minicle@wsba.org.
[2] Sections may not enter into contracts/agreements without prior WSBA approval. Please confirm all expenses with your Section Programs Lead.
[3] WSBA will post information about the program to the Sections website and/or send an e-blast (e-mail marketing) promoting the program, if requested. You can request an e-blast on the event form. We also encourage Sections to market the event by utilizing personal contacts.
[4] Course materials must meet MCLE accreditation standards per APR 11(h)(3). WSBA may request edits in order to meet accreditation standards.

Sections may choose to host a Mini-CLE via webinar, in-person event, or hybrid[5] event. Below is an overview of what to expect for each event type. You will need to indicate the event type on your completed event form. The "producer" mentioned below is the section member serving as the main contact for the Mini-CLE.

| | WSBA On24 Webinar | Third-Party Platform Webinar | In-person |
|---|---|---|---|
| **Cost** | $112 ($100 On24 fee + $12 accreditation fee) | $12 accreditation fee + cost of platform (ex. Zoom) | $12 accreditation fee + cost of venue, food, etc.[6] |
| **Registration** | Open until the webinar adjourns. WSBA will send automated emails with seminar information and a login link to the webinar. | Open until the webinar adjourns. WSBA will send automated emails with seminar information and a login link to the webinar (producer must provide login link in Event Form). | Closes 2 days prior to the Mini-CLE. WSBA will send an automated email reminding attendees of location and time. |
| **Course Materials[7]** | The producer uploads PowerPoint (if using) to On24. WSBA staff uploads handouts + PDF copy of any PowerPoint to Resource List in On24 so attendees can download directly. | The producer must insert course materials into the chat during the seminar. | The Section contact must email a copy of all course materials (handouts, PowerPoint, etc.) to registered attendees OR must print hard copies to distribute in-person. |
| **Recording** | An archive link to a recording[8] will be available to view up to one year after the seminar. | Not allowed | Not allowed unless the event is a hybrid *and* the webinar component is hosted via On24 (see On24 column). |
| **Technical Support[9]** | The producer must attend an On24 Mini-CLE Producer Training in order to run the webinar.[10] On the day of the event, limited WSBA staff technical support will be available. | The producer is responsible for setting up the platform. WSBA staff cannot provide technical support for third party platforms. | Section volunteers must administer sign-in. WSBA will provide detailed instructions for sign-in plus processing walk-in registrants. |
| **Reporting CLE Credit/Attendance** | Attendance is automatically captured when attendees login to On24. No additional action is required by the Section. | WSBA CLE provides a Survey Monkey link to an attendance attestation. The Section must provide this link in the chat during the seminar. | The Section must return in sign-in sheets plus any walk-in registration forms to minicle@wsba.org within 3 days of the seminar. |

*v.2 updated May 8, 2025*

---

[5] If hosting a hybrid event (both in-person and webinar components), please review all columns.

[6] Sections may not enter into contracts/agreements without prior WSBA approval. Please confirm all expenses with your Section Programs Lead.

[7] Course materials must be emailed to minicle@wsba.org no later than 2 days prior to the Mini-CLE. Course materials must meet MCLE accreditation standards per APR 11(h)(3).

[8] Archive link recordings are **not** eligible for MCLE credit. The Section must obtain written consent from the presenter(s) to post the link on the Section webpage.

[9] The Section must designate a contact email for all technical support questions.

[10] Email minicle@wsba.org to set up a training.