

## THE LICENSED LEGAL PROFESSIONAL'S

# Guide to Getting Started with Mandatory Continuing Legal Education (MCLE)

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### ■ Step One: Familiarize yourself with Admission and Practice Rule (APR) 11

- Review [APR 11 on the Courts webpage](#).

#### IMPORTANT MCLE REPORTING REMINDERS

- To meet your MCLE requirements you must (timely) complete your credit requirements and certify your credits via the online certification process.
- You may earn a maximum of eight credits per calendar day.
- No credit will be given for an identical activity within the same reporting period.
- To receive reporting reminders, ensure that your contact information is accurate by logging to your [myWSBA.org](https://mywsba.org) account.

### ■ Step Two: Calendar Important Deadlines

Mark your calendar with your MCLE and Licensing deadlines. (Licensing is an independent annual process from MCLE. View licensing deadline and requirements [here](#). Your licensing requirements may be completed prior to certification).

#### MCLE DEADLINES

- Earn credits by Dec. 31 of the third year of your reporting period.
- Certify credits by Feb. 1 of the year following your reporting period.

#### MCLE LATE FEES

- A late fee will be assessed if you complete your credit requirements after Dec. 31, or if you certify after Feb. 1. The MCLE late fee starts at \$150 and increases in increments of \$300 for each consecutive late reporting period.

### ■ Step Three: Login to the MCLE Online System

Login to the [MCLE Online System](#) account using the same credentials as myWSBA to determine your reporting period, view your earned credits and add credits to your transcript:

- You can verify that your credits are listed correctly, delete any duplicate listings, and add additional MCLE credits earned via the MCLE online system.
- Bookmark this page with detailed Instructions for the MCLE Site: <https://www.wsba.org/for-legal-professionals/mcle/mcle-for-lawyers>.

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### **Step Four: Create a plan (optional, not mandatory)**

Create a continuing legal education plan of detailing how you will earn all the required credits during your three-year reporting period. Consider the topics that will assist you in your current or future roles consider including topics such as office management or professional development. Consider using the “Continuing Legal Education Planner Template” to map out topics, credit amounts, and timeframe in which you plan earn CLE credits. Update the spreadsheet with exact view/participation dates and sessions attended after the CLE for your records.

### **Step Five: Earn Credits**

You may earn CLE credits by attending approved MCLE courses or activities. Review the [Ways to Earn MCLE Credit](#) on the MCLE webpage.

#### **KEY REMINDERS:**

- Retain personal records of the credits you have earned.
- Be sure to document your view dates for any recorded CLE, and keep any certificates provided by CLE sponsors.

### **Step Six: Report your CLE credits**

- Before starting a new activity application look for an approved Activity ID or search the MCLE system to see if someone has already applied for credit (Activity ID's are 7-digits and start with a 1 or 2).
- CLE Sponsors will submit your attendance for Realtime (aka, “live” webinars or in-person) courses.
  - Allow the CLE sponsor 30 days to report your attendance.
- You must self-report attendance for recorded content (recorded audio/video content, podcasts...)
  - Use activity IDs provided by the CLE Sponsor to claim credit on a recorded activity.
    - Finding the Activity ID: A number of major course providers will provide a certificate as proof of your course completion. These certificates often provide information that assists with reporting in Washington and may include our Activity ID for courses that are already approved in our system. A variety of terms are used to describe this approval code, some of the most common are: Jurisdiction Activity/Approval Code; Course/Activity Number; Reporting Number; Activity ID; State Course Number; Activity Number; Course Number; Approval Number

#### **APPLYING FOR CREDIT**

- Some activity types require you to submit an activity application for review. Such as writing, pro bono service, mentoring, law school courses, course preparation, law school competition, and law clerk tutoring credit.
- If a CLE sponsor does not apply for credit, you may submit your own activity application. Note: To be eligible for MCLE credit in Washington all credit must meet the standards of approval as laid out in APR 11(h). Including but not limited to APR 11 (h)(1): “A course must have significant intellectual or practical content designed to maintain or improve a lawyer’s, LLLT’s, or LPO’s professional knowledge or skills, competence, character, or fitness(.)”

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### **Step Seven: Certify your transcript or Submit Comity from Oregon, Utah, or Idaho**

- Certify your credits: At the end of your MCLE RP, you must certify your MCLE Transcript through the MCLE online system by attesting under penalty of perjury that the information provided on your MCLE transcript is accurate. Simply adding credits to your transcript is not enough for MCLE compliance.
- Submit a Comity Certificate: The CLE requirements of Idaho, Oregon and Utah substantially meet Washington's CLE requirements. These states are designated comity states. Lawyers may certify with these rules in lieu of meeting Washington CLE requirements. Additional information regarding certification process via comity may be found here: [Certify By Comity \(ID, OR, UT\)](#)

### **Step Eight: Verify Compliance and Retain a Personal Record**

Once you have certified your transcript or submitted comity staff will need to review your submission.

- If more information is needed it will be marked as incomplete,
- or if your submission is complete your certification will be marked as approved.

#### **CARRYOVER**

- APR 11 (c)(7): "Carryover Credits. If a lawyer, LLLT, or LPO completes more than the required number of credits for any one reporting period, up to 15 of the excess credits, 2 of which may be ethics and professional responsibility credits, may be carried forward to the next reporting period."
- MCLE Board policy on Equity Carryover
- Equity credit earned in excess of the reporting period requirement may be carried over as ethics credit in accordance with APR 11(c)(7), but a new equity credit must be earned in each reporting period.

Once you have met all of your MCLE requirements (including earning and reporting credits, certifying an accurate and complete transcript, and paying any outstanding fees) you are compliant, congratulations! Begin at step one again.

## **UNDUE HARDSHIP PETITION**

**If you are experiencing and undue hardship you may petition the MCLE Board for an extension, modification, or waiver of the MCLE reporting period requirements.** Per APR 11(i)(5), the Board shall "consider factors of undue hardship, such as serious illness, extreme financial hardship, disability, or military service, that affect the lawyer's, LLLT's, or LPO's ability to meet the education or reporting requirements." Email [MCLE@wsba.org](mailto:MCLE@wsba.org) if you would like to submit a petition of undue hardship.

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**For more information go to [www.wsba.org/mcle](http://www.wsba.org/mcle) | Email [mcle@wsba.org](mailto:mcle@wsba.org) or call 206.733.5987**