

# Continuing Legal Education Planner

A tool to allow you to  
think ahead and plan  
out how you will obtain  
your MCLE credits

NAME \_\_\_\_\_

REPORTING PERIOD \_\_\_\_\_

Note: All courses submitted for MCLE credit must meet the standards of approval as laid out in [Admission and Practice Rule \(APR\) 11\(h\)](#).

Enter your Credit Deadline: December 31, \_\_\_\_\_

Enter your Certification Deadline: February 1, \_\_\_\_\_

## IMPORTANT MCLE REPORTING REMINDERS

- 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 be eligible for continuing legal education credit under APR 11(h)(1), courses must be "...designed to maintain or improve a lawyer's, LLLT's, or LPO's professional knowledge or skills, competence, character, or fitness." (Courses intended to educate the general public may not be eligible for credit).

## Below are some sample questions to consider when planning your MCLE schedule:

Have there been updates in the area(s) of law in which you practice? Do you wish to expand your knowledge to new areas of law? If so, what area(s)?

Are there meetings/conferences you attend on an annual basis? What are they?

Are there legal skills you need to hone? Which skills are they? (e.g., negotiation, presentation skills, communication skills)

Do you need an update on client related skills? If so, what skills? (e.g., client communication, working with interpreters, client interviewing techniques)

What areas do you require any updates or a refresher on related to ethics? (e.g., professional ethics and standards, practice management, marketing, data security, mental health and substance abuse, AI)

Are there specific areas relating to equity, inclusion, and the mitigation of bias in the legal profession that you would like to learn about? (e.g. disability and inclusion, implicit bias)

Do you need to hone your Professional Development or Office Management skills as it relates to the legal profession? If so, what specifically do you want to improve? (e.g., business development, technology, Computer/IT skills Personnel management, Time Management, Leadership, Career Development, Presentation Skills)

# CLE Planning Worksheet

Enter your Credit Deadline: December 31, \_\_\_\_\_

Enter your Certification Deadline: February 1, \_\_\_\_\_

Knowledge, Skill, Practice Area to be developed	Priority	Credit Category (Ethics, Ethics-Equity, Law and Legal Procedure, Other)

## YEAR 1 POTENTIAL CLE COURSES OR ACTIVITIES

Subject Area	Topic/ Title	Dates	Duration/ No. of Credits	Credit Category (Ethics, Ethics-Equity, Law and Legal Procedure, Other)

**NOTE:** This worksheet is intended for planning purposes only. You may not submit this worksheet to fulfill your MCLE reporting and certification requirements. For more information go to [www.wsba.org/mcle](http://www.wsba.org/mcle).

# CLE Planning Worksheet

Enter your Credit Deadline: December 31, \_\_\_\_\_

Enter your Certification Deadline: February 1, \_\_\_\_\_

## YEAR 2 POTENTIAL CLE COURSES OR ACTIVITIES

Subject Area	Topic/ Title	Dates	Duration/ No. of Credits	Credit Category (Ethics, Ethics-Equity, Law and Legal Procedure, Other)

## YEAR 3 POTENTIAL CLE COURSES OR ACTIVITIES

Subject Area	Topic/ Title	Dates	Duration/ No. of Credits	Credit Category (Ethics, Ethics-Equity, Law and Legal Procedure, Other)

**NOTE:** This worksheet is intended for planning purposes only. You may not submit this worksheet to fulfill your MCLE reporting and certification requirements. For more information go to [www.wsba.org/mcle](http://www.wsba.org/mcle).