

MANDATORY CONTINUING LEGAL EDUCATION BOARD

Established by the Washington Supreme Court Admission and Practice Rules (APR 11) • Administered by the WSBA

**FREQUENTLY ASKED QUESTIONS
FOR LAWYERS**

This document is designed as a supplement to Washington Supreme Court Admission and Practice Rule (APR) 11 as well as the policies adopted by the Board of Governors and the MCLE Board in furtherance of the rules. For more information: Washington Supreme Court [APR 11](#) [WSBA Bylaws](#)

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MCLE REQUIREMENTS

What are my MCLE requirements?

All active lawyers, judicial lawyers classified as ALJ, military lawyers admitted under Washington Supreme Court APR 8(g) and house counsel admitted under Washington Supreme Court APR 8(f) must complete a total of 45 credits every three years. At least 15 of this total must be law and legal procedure credits and at least 6 of this total must be ethics and professional responsibility credits.

What is my reporting period?

Please refer to this [chart](#) or log into the [MCLE Online System](#) to determine your current reporting period.

What is my deadline?

All credits must be completed by the end of December 31 on the last year of your 3 year reporting period and reported and certified by the following February 1 to avoid a late fee and administrative suspension.

How do I certify my CLE credits?

You can complete your certification via the [MCLE Online System](#) (paperless) or by completing and mailing in your paper certification form included in your license renewal packet. If you elected to go paperless, you will not receive a license renewal packet.



How much is the MCLE late fee?

The MCLE late fee starts at \$150 and increases in increments of \$300 for each consecutive late reporting period. Please see table below for consecutive incremental fee amounts.

MCLE Late Fee Amount	Late Periods
\$150	First late period
\$450	2nd consecutive period
\$750	3rd consecutive period
\$1,050	4th consecutive period
\$1,350	5th consecutive period
\$1,650	6th consecutive period
\$1,950	7th consecutive period
\$2,250	8th consecutive period
\$2,550	9th consecutive period
\$2,850	10th consecutive period

Can I include activities on my certification form that have not been accredited in Washington?

Yes, but all activities that have not already been accredited by the WSBA must be submitted to the [MCLE Online System](#) or to the WSBA via a [paper application](#) for accreditation review. If an activity is not accredited after review, it will not count towards your credit requirements.

If I complete more than 45 credits, can I carry the excess credits to my next reporting period?

Yes, you can carry-over up to 15 excess credits, including a maximum of 2 ethics credits.

What happens if I don't complete my credits or pay the late fee?

If you do not comply with all MCLE requirements for a reporting period, you will be administratively suspended from the practice of law.

Do I have to report my MCLE credits every year?

No. You report your credits every three years. You can determine your current reporting period by logging into the [MCLE Online System](#) or by referring to this [chart](#).

How can I become exempt from MCLE requirements?

Judicial (non-AJ) lawyers, Supreme Court Clerks, lawyers of the Washington Congressional Delegation & Washington State Legislature, inactive lawyers, emeritus pro bono lawyers and the Washington State Governor are all exempt from complying with MCLE requirements. Active lawyers may, upon approval of a petition of undue hardship (including military deployment, serious illness, extreme financial hardship or disability), be granted a modification of MCLE requirements. All petitions are reviewed by the MCLE Board.

CREDIT CATEGORIES

What is Law and Legal Procedure credit?

Law and legal procedure is defined as legal education relating to substantive law, legal procedure, process, research, writing, analysis, or related skills and technology.



What is Ethics and Professional Responsibility credit?

Ethics and professional responsibility is defined as topics relating to the general subject of professional responsibility and conduct standards for lawyers and judges, including diversity and anti-bias with respect to the practice of law or the legal system, and the risks to ethical practice associated with diagnosable mental health conditions, addictive behavior, and stress.

What is Other credit?

Other credit is a grouping of several different subject areas: Professional Development, Personal Development & Mental Health, Office Management, Improving the Legal System, & Nexus. These are all defined in section (f) of [APR 11](#).

EARNING CREDITS

How can I earn credits?

CLE credits can be earned by completing or participating in many different types of activities. You can earn credit by attending or presenting at a CLE activity, preparing for a CLE presentation, attending law school courses, attending bar review courses (for jurisdictions other than Washington), legal writing provided it is published by a recognized publisher of legal works, teaching law school courses (not available for full-time law school professors), providing pro bono legal services through a [qualified legal service provider](#), participating in a [structured mentoring program](#), and judging or preparing law school students for law school recognized competitions, mock trials or moot courts.

How can I find upcoming courses to take?

You can use the [public search](#) or log into the [MCLE Online System](#) and search via Find CLE on the My Activities tab of your dashboard.

Where do I find free or low cost CLEs?

For assistance finding free or low cost CLEs, please contact an MCLE Analyst at 206.733.5987 or mcle@wsba.org.

How many minutes in a credit hour?

60 minutes.

My attendance has not been reported by the sponsor and it has been over 30 days. Can I still get credit?

Yes, you can self-report credits on the [MCLE Online System](#). Please note that sponsors do not report attendance for viewing pre-recorded or on-demand audio or video CLEs.

Can I earn more than 8 credits in a single day?

No. You can only earn up to 8 credits in a calendar day.

USING THE MCLE ONLINE SYSTEM

How do I submit an activity for accreditation review?

You can report CLE activities on the [MCLE Online System](#). For instructions, please review the [MCLE Online System Guide for Lawyers](#).



How do I know if a program has been accredited in Washington?

You can use the [public search](#) or log into the [MCLE Online System](#) and search via Find CLE on the My Activities tab of your dashboard. If a sponsor is listing an activity as approved in Washington they should be able to provide you with the Activity ID number to verify on the MCLE Online System.

How many credits can I claim for preparation credit?

Provided the presentation time is at least 30 minutes in duration, you can claim up to 5 credits per hour of presentation. In order to add the preparation credit activity to your roster, you must already have the presentation activity on your roster.

How do I move credits back to the last reporting period in order to become compliant?

To move credits between reporting periods, please contact an MCLE Analyst at 206.733.5987 or mcle@wsba.org.

How do I see my past reporting periods?

Log into the [MCLE Online System](#) and click *Compliance History* on the left of your dashboard. From here you can select each prior reporting period to view/print your prior MCLE certifications. To see the last reporting period, from your dashboard, click the tab with years from the desired reporting period on the upper right of the reporting period box.

How do I remove an activity from my roster?

Log into the [MCLE Online System](#) and click on the Activity ID number from your roster. Scroll down to the bottom of the Activity Details page and check the Remove from Roster check box. Then select Update.

How do I see the comments on a denied or incomplete activity?

Log into the [MCLE Online System](#) and click the My Activities tab in the upper right of your dashboard. Find the activity on your list and click on the Activity ID number. The comments from the MCLE Analyst will be at the bottom in the Comments & Communication boxes.

COMITY

What is a comity certificate?

If you are an active lawyer of the Oregon State Bar, Idaho State Bar, or Utah State Bar and are currently credit compliant with Washington MCLE requirements, you can request a comity certificate to submit to those jurisdictions in lieu of credit compliance. The reverse is also possible: If you are currently credit compliant with any of the above mentioned jurisdictions, you can submit a comity certificate from that jurisdiction to the WSBA in lieu of complying via credit reporting. There is a processing fee for both certificate request and submission. If the comity certificate was submitted or the fee was paid after certification deadline, a late fee may apply. For full compliance, all late fees must be paid.

Does a comity certificate expire?

Submitted comity certificates cannot be older than 6 months from the issue date.

How do I submit a comity certificate to the WSBA?

You can submit a comity certificate via the [MCLE Online System](#) at the end of your reporting period. Sign in, select the *Submit Comity Certificate* option on the left side menu, and upload the certificate. Please note the certificate will not be reviewed until the submission fee is paid.



How do I request a comity certificate from the WSBA?

You can request a comity certificate via the [MCLE Online System](#) at any time. Sign in, select the *Request Comity Certificate* option on the left side menu, and pay the processing fee. Once the fee is paid, the certificate will be prepared and made available for download on the MCLE Online System. You will receive an email notifying you it is ready and you can return to the same page to download it.

STATUS CHANGE

I am returning to active status. What MCLE requirements do I have?

Your specific requirements will depend on how long you have been inactive, suspended, honorary, emeritus, or judicial status. You can find more information [here](#). To return to active status from any of these statuses, you must submit a [Request for Application to Active form](#) so the WSBA can determine your eligibility and requirements.

I am considering changing my status to inactive, emeritus, honorary or disability-inactive status. What MCLE requirements would I have?

As an inactive, emeritus, honorary or inactive-disability lawyer, you would be exempt from MCLE requirements. You can find more information [here](#).

MCLE BOARD

What is the MCLE Board? Who is on the MCLE Board?

The MCLE Board is a Washington Supreme Court Board that consists of seven members, six of whom must be active lawyers, LLLTs, or LPOs of the WSBA and one who is not licensed to practice law. The Board meets six times a year to consider MCLE policy issues and review requests from lawyers, including requests for waiver and extension of time to meet their minimum education requirements, and holds hearings on denied lawyer requests. Learn more [here](#).

