

Certification – Licensed Legal Professionals (LLPs)

All active licensed legal professionals (LLPs) due to certify MCLE compliance are required to:

- Complete the credit requirements by December 31; **and**
- Certify the credits taken for MCLE compliance by February 1 (or next business day if February 1 is on a weekend)

LLPs must complete the online MCLE certification process. Simply adding credits to your transcript is not enough for MCLE compliance; you must certify the credits on the transcript.

MCLE Certification Instructions:

- Sign in to MCLE Portal at <https://mcle.wsba.org>
- Log in using WSBA license number and password (same credentials as MyWSBA).
- Review “Current Reporting Period Credits” from “MY TRANSCRIPT” to ensure accuracy. (Note, transcript categories are sortable by clicking the top of each column.)
- After credit requirements are fulfilled, certify credits:
 - Select “MY TRANSCRIPT” tab located in blue banner.
 - Click on “Certify Credits” button in the current reporting year information box.
 - Review the “Certification Steps” and click on “Begin” button.
 - Select the checkbox next to each activity to confirm reporting accuracy. (To confirm reporting accuracy of all activities, select the “Confirm All” button located on the top, left corner of the transcript.)
 - Click on the “Continue to Attestation” button located on the bottom, right corner.
 - Review the certification statement and select the checkbox.
 - Select and complete the applicable fields for your current geographic location.
 - Click the “Submit Certification” button.

Additional Information

- To check certification status submissions:
 - Select “MY TRANSCRIPT” tab located in blue banner.
 - Review certification status located in the current reporting period information box.
- The certification status will update to Pending Review when successfully submitted.
- MCLE certification submissions are processed in the order received.
- MCLE Analysts typically review submissions within two weeks. If additional information is required, the certification status will be updated to “Incomplete.”
- If applicable, pay the MCLE late fee.
- Complete license renewal requirements at licensing.wsba.org. (This step may be completed prior to certification.)

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