

MCLE ONLINE SYSTEM GUIDE FOR LICENSED LEGAL PROFESSIONALS

MCLE Requirements

Each licensed legal professional must complete a minimum number of credits of approved continuing legal education by December 31 of the last year of their reporting period with the following requirements:

- 45 total credits for lawyers and 30 total credits for LPOs and LLLTs.
- 15 credits must be in approved courses in the subject of **Law and Legal Procedure**
- 6 credits must be in the subject of **Ethics and Professional Responsibility**,
 - 1 ethics credit must be in the subject of “**Equity**”. Equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law.
- The remaining 24 credits may be in the above categories or **Other** approved subjects such as: Professional Development, Personal Development and Mental Health, Office Management, and Improving the Legal System. Credits may also be earned in approved activities such as mentoring, course preparation, and pro bono service.
- There is no live requirement. All courses may be taken online or as a recorded format.

Getting Started

Login

Login Page: <https://mcle.wsba.org/>

To log into your MCLE account you will need your username and password. Your username is your license number (if you are a LPO or LLLT, your username will be your license number followed by LPO or LLLT) and the password is the same as your [mywsba](#) account password. Type each of these into their respective fields and click the *Sign in* button. This will take you to the *My Dashboard* page.

Password Reset

If you have forgotten your password, click the *Forgot Password* link on the login page. This will prompt you to enter your username and email address and then click *Submit*. Once your information is validated, click *Reset Password* to generate a password reset email. Check your email and click the link provided.

My Dashboard

Your MCLE Dashboard provides a quick overview of your current reporting period.

Basic information provided on the Dashboard includes:

- Current reporting period credits tracking
- Important dates relating to certification (including a countdown to certification deadline).
- MCLE Late Fees due (if any)

You can navigate the MCLE Online System via links on tabs at the top of your screen. The right-hand corner triple bar menu provides page specific links that allow you to access your WSBA profile, payments, compliance history, and request a Washington comity certificate.



My Profile

Selecting *My Profile* from the right-hand corner triple bar menu will take you to www.mywsba.org where you can log in to access your WSBA lawyer profile.

My Payments

Selecting *My Payments* from the same menu will take you to the *My Payments* page. From here you can review any due payments under *My Payments Due* or view all your past payments and previous receipts made through the MCLE Online System under *My Past Payments*. *My Payments Due* will include any pending late fees or comity fees. The *Pay Fees* button will direct you to a checkout screen where you can make needed payments. *My Past Payments* will include all past payments made through the MCLE Member System.

My Compliance History & My Reporting Period Transcripts

Selecting *My Compliance History* from the same menu will take you to your past MCLE reporting periods. Each one is reviewable for reporting period compliance status and certification date. Navigating to the *My Reporting Period Transcripts* panel on the *My Transcript* page will allow you to view transcripts from past reporting periods including all activities that were certified for that period. You can use this function to determine if there are any uncertified courses from a past period that are available for carryover credit. Note: Although all compliance history is available, generally, detailed transcript history will only go back ten years.

Requesting a Comity Certificate

You can request and pay for a Washington comity certificate of compliance for use in Idaho, Oregon and Utah. The service fee for this is \$25+tax. In order to request a Washington comity certificate of compliance, you must have reported your MCLE compliance to the WSBA using certified credits. Please note a comity certificate is valid for six months from the date of issue. Select the *Request Washington Comity Certificate* option from the triple bar menu in the upper right-hand corner of the screen. Next, you will be directed to a screen which notifies you whether you are eligible for a Washington Comity Certificate and for which reporting period. Click the *Request Certificate* button if eligible. The *Pay Now* button on the following page will direct you to a checkout screen where you can make needed payments. You may do so via credit card, check or electronic funds transfer (EFT). If you choose to pay via credit card there will be a 2.5% non-refundable transaction fee charged by our service provider. There is no transaction fee if you print an invoice and mail in your check or if you pay via EFT. After payment is received you will be able to download and print your certificate.

My Applications

Selecting *My Applications* on the navigation tabs at the top of your screen will take you to a list of activities that you have created and either submitted for accreditation review or have saved but not yet submitted for review. From here you can review all the activities you created in the current reporting period.

Note: The list of approved activities for which you are receiving credit are on your MCLE transcript located on *My Transcript*.

Activity Search

This tool allows you to search for current and upcoming activities. After you click the *Activity Search* tab at the top of your screen, a small submenu will appear that will allow you to proceed with a basic activity search with *Add Credit* or a more detailed search with more filtering options with *Advanced Activity Search*. You can search for approved activities through either method.



Clicking *Add Credit* will direct you to the *To Add an Activity* page where you can search by the exact *Activity ID* if known or choose *Select Activity Type* where you can choose the specific format of the activity. (Realtime is for activities that occurred by webcast/internet live-stream and Recorded is for activities that were in a pre-recorded on-demand format.) After you have selected the applicable format, you will be able to conduct a search for the activity by title or sponsor name and start/end dates.

On the *Advanced Activity Search* page you will still be able to search by the exact *Activity ID* by entering the number in the *Activity ID* box in the left side-menu. You will also have access to a number of filtering options that can facilitate searches for specific activities. You can filter by title, sponsor, date range, minimum and maximum credits, format, activity type, target audience, location, practice area, and by whether the activity was open to the public or free.

You can also access the basic and advanced activity search through your *My Transcript* page. To do so, click the blue *Add Credit* button above the upper right-hand corner of your transcript. After you have done so, you will again have the option to search by exact *Activity ID*, proceed with the above-described *Select Activity Type* search, or access *Advanced Search* by clicking the link in the bottom right-hand corner of the *To Add an Activity* panel.

Adding Activities

If you search for an activity by the exact *Activity ID* by inputting the ID into the *Enter Activity ID* box or the *Activity ID* box (if using *Advanced Activity Search*), the site will automatically direct you to a page where you can claim credit for that specific activity. You can also access the specific activity page to claim credits more directly by entering the *Activity ID* into the *Activity ID* bar located above your *Current Reporting Period Credits* transcript. On this page, you will be able to claim the credit that you have earned for the activity and provide viewing start and end dates (if the activity was Recorded). Once you have done this, you can click the blue *Add Credits* button and the activity will instantaneously be added to the correct reporting period.

If you are using the *Select Activity Type* search or *Advanced Search*, your search will generate a list of possible activities. From this list, you can find the row with a positive match. Clicking anywhere on the row will direct you to the specific activity page where you can claim credits. You will add credits in the same manner stated above.

Adding a Realtime Course, Recorded Course, or Law School Competition Activity

If you choose the *Select Activity Type* option on the *To Add an Activity* page and then click the *Next* button, the next screen will ask you how you earned this credit and give you buttons for each activity type. From here, you can select the *Realtime Course*, *Recorded Course*, or *Law School Competition* button. You will then be prompted to search for the activity as it may already have been reported by a sponsor or fellow lawyer. If you know the activity title, then you can click that circle button and enter the title in the *Enter a Title* search bar. If you know the activity sponsor and dates, then you can click that button and enter sponsor name in the *Enter Sponsor Name* bar and the appropriate dates in the *Start* and *End Date* fields. Please note that for Recorded Courses the date fields are for the date of recording, not your viewing date (you may also be able to find the specific Activity ID for a Recorded Course on a certificate of completion or like document provided by the course sponsor, if you have any questions as to how to locate the Activity ID, please contact the course sponsor directly). After you have run either search, a list of possible matches will be generated, and you will add credits in the same manner stated above.

If you did not find your activity, you will need to create a new activity. This process is detailed in the next section of this guide.



Creating a New Realtime Course, Recorded Course, or Law School Competition Activity

After having completed a *Select Activity Type* search and not found the activity you are looking for, you can create a new one by clicking on the appropriate format button appearing alongside the *Start New Activity Application* text at the top of the results page (the format buttons are *Realtime*, *Recorded*, *Law School Competition*, and *Other Types*). You will need to input the details of the activity that you attended (including title, sponsor, start/end dates, available formats, open to public status, and target audience) and attach needed documents (timed agenda, faculty bios/credentials, requested supporting documentation) by clicking the *Add Document* button located under *Agenda*, *Syllabus*, *Faculty Supporting Documents*. You may provide any additional information to the MCLE team via the Comments and Communication panel on this same page. Once you have done this, click the “*Submit Application*” button at the bottom of the page. You will receive a message at the top of the page confirming your application has been submitted.

Adding All Other Types of Activity

After choosing the *Select Activity Type* option, select the appropriate button from the *How did you earn this credit?* page. This will include:

- Legal Writing
- Pro Bono Service
- Mentoring
- Law School Course
- Law School Teaching
- Course Prep
- Law School Competition
- APR 6 Law Clerk Tutoring

If the activity type is any of the following: Legal Writing, Mentoring, Pro Bono Service, Law School Course, Law School Teaching, or Law Clerk Tutoring you will be prompted to answer a series of on-screen prompts to determine if the activity you are applying for is eligible for credit under the corresponding subsection of the court rule. A gray box above the prompt will cite the APR 11 subsection that establishes the specific eligibility criteria for that activity. If the activity is not eligible for credit, you will receive a message stating its ineligibility and citing the specific subsection of the court rule on which that determination is based. If the activity is credit eligible (or it is an activity without eligibility questions), you will be directed to the *Enter Application Details* page. Here you will complete all required application fields and upload any required or requested documents. Once you have done this you can click the *Submit Application* button at the bottom of the page. You will receive a message at the top of page confirming your application has been submitted. Please see the “Review and Approval of Activities” below for the last step of this process.

Review and Approval of Activities

After submitting an activity for review, it is queued in the order it was submitted. An MCLE Analyst will review and either approve, deny or request more information as appropriate under APR 11. If an activity is marked denied, incomplete, or approved, you will receive an email notification. All applications that you have submitted for accreditation will be viewable in list form on the *My Applications* page. You will be able to see applications that are currently in *Incomplete* status as well. If the application has comments from an MCLE Analyst which you have not yet viewed, a blue speech bubble icon will appear at the beginning of the activity row. Please view all



comments from staff which will provide direction on what further information is needed to proceed with review. If a submitted application becomes approved, it will appear on the appropriate transcript.

Certification

How to Certify

After certification has opened and you have submitted sufficient credits, you can certify your credits for your MCLE compliance. You can do this from *My Dashboard* or *My Transcript*. Begin by clicking the *Certify Credits* button appearing below the countdown of days you have left to certify or the text *Please certify your credits* (if certifying from transcript). You will then review a list of all activities on your current transcript.

You will need to confirm your participation in each activity by checking the *Confirm* checkbox at the beginning of each activity row. If you have reviewed all activities and confirmed your participation, you can click the *Confirm All* button to confirm all activities on your transcript. After you have confirmed activities, click the blue *Continue to Attestation* button.

On the *Certify Credits Page*, review your confirmed courses and certify your transcript by checking the checkbox appearing next to the attestation text. Choose the country, city/county, and state you are in at the time of certification by using the corresponding dropdown menus, then click the blue *Submit Certification* button to submit your certification.

An MCLE Analyst will typically review your submission within approximately two weeks. After your submission has been reviewed you will receive an email either confirming your compliance or requesting your attention. You can also certify activities that are pending review. This is done with the understanding that should the course not be approved for credit your certification may be incomplete.

Incomplete Certification

If your submitted certification is marked incomplete, you will receive an email requesting you to return to your *My Dashboard* on the MCLE Online System and review the comments listed by the MCLE Analyst. On *My Dashboard*, there will be a notification that your certification is incomplete denoted by an exclamation point inside a yellow circle. Click *Review Certification* to view analyst comments. Please follow the instructions provided by the analyst and resubmit your certification.

Certify by Comity

If you are a lawyer in the Utah, Oregon, or Idaho state bar and you are compliant via MCLE credits in those states then you can submit a comity certificate from one of those states to the WSBA to satisfy your Washington MCLE requirements. A comity certificate must be submitted less than 6 months from the date of issue. There is a \$25 submission fee for comity certificates. You can submit a comity certificate on the MCLE Online System via *My Dashboard* and choosing the *Submit Comity* button which will appear after certification has opened for your reporting period. Before being permitted to submit, you will be asked a comity eligibility question. If eligible answer yes and proceed to the next screen. From this screen, you will be able to upload a copy of the certificate, complete the required fields, and click *Submit Certification*. You will then need to submit payment via the website or print an invoice and mail a check. An MCLE Analyst will review your comity certificate after payment is received. After your submission has been reviewed you will receive an email stating the submission was accepted and you are compliant or your submission is incomplete and requires your attention.

