

Apply (Move Back) Credits to Previous Reporting Period – Licensed Legal Professionals (LLPs)

Please note, courses taken after your credit deadline, may result in an MCLE late fee.

Instructions for Applying Credits to Previous Reporting Period:

1. Sign in to MCLE Profile at <https://mcle.wsba.org> (same login credentials as myWSBA).
2. Click the “View Transcript” button on the dashboard page.
3. Scroll to the bottom of the transcript page you want credits to be moved to, here you will see the “Next Reporting Period Credits.”
4. Click on a course you want to “move back.”
5. This will open a detailed “box” of information regarding the activity; at the bottom of the “box” is a dark blue button with the prompt, “Apply to 20XX-20XX.”
6. Click on the “Apply to 20XX-20XX” button.
7. To move back an additional course, return to your transcript and repeat the above steps.

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