ADMISSIONS POLICIES OF THE WASHINGTON STATE BAR ASSOCIATION
for Bar Exam, Admission by Motion or Reciprocal, and UBE Transfer Applicants

Under the authority of, and consistent with, the Admission and Practice Rules, the Board of Governors of the Washington State Bar Association (WSBA) has adopted the following Admissions Policies in administering those rules. Adopted July 1, 2012. Amended effective January 1, 2014.

I. GENERAL PROVISIONS AND DEFINITIONS

A. Applications
Applications to take the Bar examination and for admission to practice law in Washington must be completed online and submitted electronically, except that permission to submit an application in a paper format may be requested and granted for good cause shown.

B. Definitions
"Approved Law School" means a law school approved by the Board of Governors. Only those law schools approved by the American Bar Association are approved by the Board of Governors. A list of ABA approved law schools is available on the ABA website.

"Attorney Applicant" means a person who, at the time of filing the application, has ever been admitted to practice law in any jurisdiction other than Washington.

"General Applicant" means a person who, at the time of filing the application, has never been admitted to practice law in any jurisdiction except for Washington.

II. APPLICATION REQUIREMENTS

A. Application Procedure
All Applicants must complete and file with the WSBA, within the filing deadlines specified below, the following:

- a completed application form in the form required by the Board of Governors;
- two Certificates of Good Moral Character completed by two attorneys admitted to practice law in any U.S. jurisdiction or the foreign jurisdiction in which the applicant is admitted to practice law; and
- three original Authorization and Release forms.

In addition, Attorney Applicants must file:

- one original and one copy of a Certificate of Good Standing from each jurisdiction in which the applicant is admitted (Federal Courts excepted).

The responsibility for full disclosure rests entirely upon the applicant. Applicants should review the Admission to Practice Rules relating to character and fitness (APR 7 and 20-24) for complete details with regard to investigations and duties of the applicant.

B. Filing Deadlines

Applications are accepted beginning February 1 for the summer exam and September 1 for the winter exam. Filing deadlines for applications to take the Bar examination are as follows:

Examination	First Deadline	Late Filing Deadline	Failed Previous Exam Deadline With No Late Fee
Summer Exam	March 5	April 5	May 5
Winter Exam	October 5	November 5	October 5

The deadline will be the next business day when a deadline falls on a Saturday, Sunday or holiday. Late filing requires payment of a $300 late filing fee. No applications will be accepted after the late filing deadline except for applicants who failed the most recent past winter exam and are applying for the following summer exam; those applicants are not required to pay the late filing fee and the deadline will be May 5.

Applications must be filed online by the end of business on the application deadline. Payment and authorization and release forms must be received or postmarked by the application deadline.

Applications with payment or authorization and release forms received or postmarked after the first deadline will incur a late filing fee. Applications will not be accepted if payment or authorization and release forms are received or postmarked after the final deadline.

C. Other Deadlines
File all requested and/or additional items.....18 days prior to first day of exam.
ExamSoft (laptop) Registration .....18 days prior to first day of exam.
Change of exam method .....18 days prior to first day of exam.
Change of exam location .....18 days prior to first day of exam.
Request special needs for exam room .....18 days prior to first day of exam.
Withdraw from exam with refund .....60 days prior to first day of exam.
Request ADA accommodations.....90 days prior to first day of exam.

III. FEES

A. Fee Schedule
(a) General Applicants:
Applicants not previously admitted to the practice of law in any jurisdiction.....$585

(b) Attorney Applicants:
Applicants previously admitted to the practice of law in any jurisdiction.....$620

(c) NCBE Investigation Fee:
Applications for all Attorney Applicants are referred to the National Conference of Bar Examiners for verification and investigation of the information in the application. NCBE fees are set by the NCBE and are nonrefundable. Attorney Applicants must make a separate payment to the NCBE.

B. Withdrawals and Refunds

For all applicants there is a $300 non-refundable administrative processing fee. An applicant must request to withdraw an application at least 60 days prior to the date of the examination for a partial refund. The WSBA will issue a refund of the fee less the administrative fee, any late filing fees paid, and any investigation costs expended. No refunds will be issued for withdrawals requested less than 60 days prior to the date of the exam.

IV. APPLICANTS REQUESTING ACCOMMODATIONS UNDER THE ADA

Any applicant with a disability for which he or she needs reasonable accommodations must request such accommodation in writing at least 90 days prior to the examination date. However, such reasonable accommodation may not compromise the integrity or security of the Bar examination or affect the standards set for the examination. An applicant granted accommodations must agree to and accept the terms and conditions of the accommodations no less than 60 days prior to the first day of the examination.

V. EXAMINATION PROVISIONS

A. Examination – How Conducted

(1) The Bar examination is conducted by and under the direction of the WSBA Board of Governors who appoint a Board of active members of the State Bar known as the Board of Bar Examiners (BOBE). The same examination is given to attorney applicants and general applicants.

(2) All applicants must pass the Uniform Bar Exam prepared and coordinated by the National Conference of Bar Examiners. The Uniform Bar Exam (UBE) consists of the Multistate Bar Exam (MBE), and Multistate Essay Exam (MEE) and Multistate Performance Test (MPT) questions. The UBE is administered over two days in accordance with the procedures established by the National Conference of Bar Examiners (NCBE). Washington's UBE minimum pass score is 270.

B. Additional Requirements

(1) All applicants seeking admission on the basis of a UBE score (exam or transfer) must pass the Multistate Professional Responsibility Exam (MPRE). The MPRE is administered by the Law School Admission Council on behalf of the NCBE. A passing score on the MPRE must be acquired no earlier than three years prior to the administration date of the UBE in which the applicant achieves a passing score, and no later than one year after the applicant achieves a passing score on the UBE. Washington's MPRE minimum pass score is 85.

(2) All applicants must pass the Washington Law Component (WLC). The WLC is comprised of online materials and an online multiple choice test based on areas or subjects of law that are specific to Washington state. The Board of Bar Examiners is responsible for the content of the WLC and shall publish the Washington state specific materials for applicants. The WLC is self administered by applicants and is available to applicants after filing the application for the bar exam. Applicants must pass the WLC within one year of passing the UBE. The WLC minimum pass score is 80% correct. If an applicant fails the UBE or withdraws from the UBE after taking the WLC, that applicant must retake the WLC after applying for the next UBE administration.

C. Administration and Grading

(1) Administration

The Board of Governors shall provide the Board of Bar Examiners with administrative or other assistance, as the Board of Governors in its discretion deems necessary. The Board of Bar Examiners is responsible for the grading of the MEE and MPT questions on the UBE. The Board of Bar Examiners shall, as soon as practicable and within any guidelines prepared by the NCBE, certify the scores on the MEE and MPT portions for all applicants who have taken the examination.

(2) Non-identity Grading
Grading examinations shall be strictly anonymous. All information matching names and numbers of the applicants shall be kept in the custody of the Board of Governors, or the designee, until all examinations have been graded and each examination has been given either a pass or fail grade by applicant number only.

(3) Uniformity of Grading
In order to assure fairness and uniformity in grading, the Board of Bar Examiners shall follow NCBE-prescribed standards for grading to be used by all graders.

D. Examination Results – Notification
(1) Upon completion of grading and certification, the Board of Governors shall cause each applicant to be notified of the result of the examination. In addition, the names of successful applicants shall be posted at the headquarters of the Washington State Bar Association and on the WSBA website. All results shall be reported to the NCBE in accordance with procedures established by the NCBE. Scaled scores will also be reported to an applicant's law school.
(2) All applicants will be provided with the scaled written (MEE+MPT) score, scaled MBE score, and total scaled UBE score. Unsuccessful applicants will receive copies of their written essay and performance exam questions and answers and written raw scores. No other raw scores, results information or examination materials will be provided to the applicants.

E. Review and Appeal
There is no review or appeal of final examination results.

F. Repeating the Examination
Unsuccessful applicants may reapply and retake the exam in the same manner as a general or attorney applicant.

VI. UBE TRANSFER APPLICANTS

Unless specifically stated in this section, the same policies above apply to applicants transferring a UBE score from another jurisdiction.

A. Application Deadline
UBE transfer applications may be filed with the WSBA at any time and must have an acceptable UBE transfer score at the time of application.

B. UBE Transfer Score
The UBE score must be at least 270 to transfer to Washington. The score is transferable into Washington for up to 40 months after the date of the administration of the UBE in which the score was earned.

C. Exam Provisions (MPRE & WLC)
UBE transfer applicants must comply with only subsection B of section V; except that the MPRE pass score may be acquired up to three years after taking the UBE.

D. Application Expiration
UBE transfer applicants must complete all requirements for admission within one year of the date of filing the application with the WSBA.

VII. RECIPROCAL ADMISSION & ADMISSION BY MOTION PROVISIONS

Unless specifically stated below, the same policies above apply to applicants for reciprocal admission or admission by motion.

A. Application Deadline
Reciprocal admission applications, otherwise known as applications for admission by motion, may be filed with the WSBA at any time. Applicants who apply on or after March 1, 2013 will be required to pass the WLC.

B. Application Expiration
An applicant seeking reciprocal admission or admission by motion must complete all requirements for admission within one year of the date of filing the application with the WSBA.