



Washington MCLE Credits for WSBA-CLE Teaching Activities

Q: Can I get credit for my preparation time as a speaker or panelist?

A: Members who are teaching (delivery of a prepared talk, lecture or address) or participating (taking part as a contributing member of a panel) in an accredited course may earn one credit for each 60 minutes actually spent by the lawyer preparing for the presentation of the course (not organizational aspects of the activity) up to a maximum of 10 credits per course. A lawyer may earn credit only once for teaching or participating in the same accredited course, regardless of the number of times the course is presented. (See below for how to report credits.)

Q: How do I report **attendance** credits?

A: Under current MCLE rules (APR 11.6), WSBA-CLE tracks your CLE credits and will report your **actual attendance (which includes the time you were a speaker or panelist)** at this seminar based upon available information. WSBA-CLE will automatically report your attendance as the maximum CLE credit available unless you notify us by completing and submitting the Attendance Reporting Form provided with your coursebook that you attended only a portion of the program. Please log in to your member roster to verify we reported the correct number of credits. If the amount of credits reported for you is incorrect, please self-correct your online credits to reflect your actual attendance time.

Q: How do I report my **preparation** credits?

A: You can report your preparation credits online; this is the preferred method:

Once your attendance credits have been reported, go to the MCLE website at <http://pro.wsba.org>. Click on Member at the top of the page, and then click on the "Member Log in" button; log in; click on the MCLE tab at the top of the page; then click on the "Add Activity" button; then



click on the "Preparation Time Credit" button. Select the seminar for which you were a presenter and fill out the Prep Time Form.

Q: How do I determine **how many credits** to report?

A: One credit is equal to one hour of attendance at a seminar. Credits can be obtained in quarter-hour increments: **15 minutes equal 0.25 credits.**

Q: What is the **total credit requirement** for reporting purposes?

A: For the 2007-2009 Reporting Group and Subsequent Reporting Groups: You must complete a total of 45 CLE credits by the end of your 3-year reporting period. Of those 45 total credits, at least 6 must be ethics credits, and at least 22.5 must be live (as opposed to pre-recorded "A/V" credits). You may earn up to 22.5 A/V credits.

Q: Can I **carry over** credits?

A: You may carry over into your next reporting period a maximum of 15 credits. Of the 15 total credits, a maximum of 2 may be ethics credits and 5 may be audio/visual self-study credits.

Q: How can I get further assistance?

A: You may visit us at <http://www.wsba.org/lawyers/licensing/faq-mcle.htm>; call our Service Center at 206-443-WSBA or 800-945-WSBA, or e-mail us at questions@wsba.org.