
WSBA CLE Presenter Guidelines

Written Materials Requirements

Per APR 11(h)(3), **written materials are required for MCLE accreditation**. The materials “must be timely and must cover those matters that one would expect for a professional treatment of the subject.”

Some examples of written materials:

- Original articles or summaries that you have written specifically for this CLE
- Practice tips
- Checklists
- Templates
- Forms or Sample Documents
- Exercises
- PowerPoint® (optional)

Written materials may also include cases, articles, blog posts, images, resources, or websites, if permission is requested and obtained from the original author. **Reprint permission is required for WSBA to publish anything that is not your original work.** If you are incorporating anything in your written materials that is not your original work, please contact your WSBA Education Programs Lead immediately to assist you in acquiring reprint permission.

Due Date:

4 weeks prior to the seminar.

How to Submit Course Materials:

Your WSBA Education Programs Lead will email you a OneDrive link to upload your materials.

Marketing/Advertising:

Per APR 11(h)(3), **marketing is not permitted** in the written materials for any accredited CLE.

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