

Add Realtime or Recorded Activities – Licensed Legal Professionals (LLPs)

Instructions for Adding Realtime or Recorded Activities to MCLE Transcript:

1. Sign in to MCLE Profile at <https://mcle.wsba.org> (same login credentials as myWSBA).
2. Click “ADD CREDIT” button on the dashboard page.
 - a. **If WSBA Activity ID number is known:**
 - i. Select “Enter Activity ID” button and enter the Activity ID number in the field.
 - ii. Click the “Next” button.
 - iii. Confirm or update the auto-filled number of credits earned and for recorded activities, enter the viewing dates, then click “Add Credits.” The activity automatically is added to your transcript.
 - b. **If activity type (realtime or recorded) is known** but WSBA Activity ID is unknown:
 - i. Click the “Select Activity Type” button.
 - ii. Click the “Next” button.
 - iii. Select how you earned this activity (“Realtime Course” or “Recorded Course”).
 - iv. Select and enter the activity details you know about the course (activity sponsor and dates or activity title) and click “Next.”
 - v. If the activity appears in the search results, click on it. Confirm or update the auto-filled number of credits earned and for recorded activities, enter the viewing dates, then click “Add Credits.” The activity will automatically add to your transcript. *(Note: To narrow search results, search criteria can be updated in the left margin.)*
 - c. **If the activity does not appear in the search results**, create a new application:
 - i. Select the appropriate application type (“Realtime” or “Recorded”) located next to the “Start New Activity Application” header.
 - ii. Enter application details, add documents (*e.g.*, detailed course agenda and speaker bios) and submit for review.

Additional MCLE Application Submission Information:

- Applications must include:
 - a **detailed agenda** with start and end times for each session and breaks;
 - **course descriptions** for each session; and
 - **speaker/presenter bios**.
- Record the activity ID number for your records.
- MCLE Analysts typically review submissions within two weeks.
- Check the “MY APPLICATIONS” MCLE tab periodically. If additional information is needed, activities will be flagged as “Incomplete.” Highlight and click the incomplete activity row and review the “Comments & Communication” panel for instructions from the MCLE Team.
- Approved applications are automatically added to LLPs’ MCLE transcripts.
- Automatic email notifications are sent upon application submission and anytime application status updates occur.

CLE Credit Reporting Reminders:

Realtime (Live), WSBA-Approved CLE Activities

- Sponsors report attendance for realtime, WSBA-approved CLEs within 30 days of the event.
- LLPs should not apply for realtime, WSBA-approved CLEs until 30 days after the event to allow time for sponsor to submit attendance.
- LLPs can contact the sponsor to determine when they intend to report attendance.

Recorded CLE Activities

- LLPs self-report their CLE credits for recorded activities.
- Sponsors may provide a certificate of completion and list the approved activity ID number. LLPs should use this number in the activity ID search field to add a recorded activity.

Please Note:

- One MCLE credit may be claimed for each 60 minutes of participation in an accredited activity. Time spent on course registration, introductions, breaks, evaluations and business meetings are not eligible for credit.
 - LLPs are responsible for adjusting their records when the actual time spent in an accredited activity is less than the maximum approved credit-hours.
 - Adjustments must also be made for late arrival, early departure, or other periods of absence.
- To **remove** activities from current reporting period transcript:
 - Highlight and click the activity row to be removed.
 - Click on the “trash can icon” on the far-right side.
- To **update** activities on the current reporting period transcript:
 - Highlight and click the activity row to be updated.
 - Make necessary edits and click on the “Update” button.
- At the end of their reporting periods, LLPs must certify their credits to satisfy MCLE compliance requirements. This must be done online at <https://mcle.wsba.org>.
- A “Certificate of Attendance” or other sponsor-provided certification is not sufficient to receive credit for a course that has not yet been approved by the Washington MCLE Board.

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