

Instructions for Submitting a New Application for MCLE Accreditation:

1. Go to the MCLE Online System at <https://mcle.wsba.org>
2. Sign in using the seven-digit sponsor ID number and password.
3. After signed in, from the Sponsor Dashboard page, click the blue “Create New Activity” button.
4. Select the activity type (realtime, recorded, or law school competition) and fill out the required fields.
 - “Select Practice Areas” – This helps legal professionals find courses relevant to their practice areas or interests
 - “Free for all attendees” – Toggle this on if you are a government or nonprofit organization and are offering the course free of charge
 - Enter the Duration in minutes
 - Enter credits in increments of .25 credit hour (60 minute hour)
 - Note: Washington has the following credit types: law & legal, ethics, equity, and “other”; please see [MCLE Credit Categories and Approved Subjects](#) for additional information.
 - Identify the credit type for each session
 - “Concurrent Sessions”, toggle this on if it is conference with concurrent sessions or different tracks. Enter the max for each credit type for all sessions and then the maximum allowed for the course which should be less than the sum of the separate credit types
 - “Planning to link to recorded activity”, toggle this on if you plan to clone a realtime activity to a recorded activity. This will allow you to enter max credits for attending and viewing all sessions of a conference with concurrent sessions.
5. Attach document(s) with the following required information to assist in determining the appropriate accreditation (preferably in PDF):
 - A detailed agenda, including the start and end times of all sessions and breaks
 - Presenter bios demonstrating qualifications for presenting on the course topic
 - Brief course description, and for longer seminars and conferences, a description for each session
 - Note: All course materials are generally **not** required; a brief description usually suffices for credit determinations.
6. Review “Agreement and Understanding of Sponsor Duties” and check the corresponding box.

7. If you have any additional information you want to communicate about the activity, you may add a comment to the WSBA staff.
8. Select "Submit Application" and record the activity ID number for your records.
9. Pay the \$100 course application fee. You will be directed to the "Shopping Cart" page. Proceed to billing to complete payment. If you will pay by check, be sure to print and mail the invoice with payment.
10. After payment is processed, the application will be placed in the queue for review by an MCLE analyst at WSBA. MCLE Analysts typically review submissions within two weeks.
11. If additional information is needed, the activity will be flagged as "Incomplete."
12. Check the status of activities by selecting the "MY ACTIVITIES" tab in the blue banner then select the "Activities to Resubmit" tab. Click on the Activity ID number and review the "Comments & Communication" panel to view instructions from the MCLE Team. (Note, all activities pertaining to the sponsor will appear when "MY ACTIVITIES" is selected. Sponsors can further sort activities using preset filters or search for a specific activity by entering activity-specifics in the search fields located in the left margin.)
13. If an application for a realtime activity is approved, sponsors must report attendance within 30 days from the end date of the activity to avoid an attendance late fee.

Please note, all activities must be submitted for review at least 15 days prior to the event, or a \$50 late application fee will be assessed.

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