

MEETING AGENDA

May 9, 2025, at 10:00 A.M.

Held Remotely Via Zoom (Public Session):

<https://wsba.zoom.us/j/86250451307?pwd=8ONjQbNf6hV3rLx5mY7PASjX0flRIN.1>

Meeting ID: 862 5045 1307

Passcode: 471257

OPEN SESSION 10:00 a.m.

1. Welcome and Introductions
2. Review/Approval of Minutes from Meeting on April 11, 2025
3. Decision Matrix Discussion
4. MCLE Board Goals
5. Proposed Meeting Schedule for FY 26
6. MCLE Updates

CLOSED SESSION

1. Petitions
2. **Adjourn**

April Minutes

Draft Minutes

April 11, 2025

The meeting of the Mandatory Continuing Legal Education Board was called to order by Board Chair Katharine Denmark at 10:01 A.M. on Friday, April 11, 2025. The meeting was held in-person and via videoconference. Board members in attendance were:

Katharine Denmark (MCLE Chair)
Chris Bueter
Darryl Coleman
Merri Hartse
Efrem Krisher (departed meeting at 1:00 p.m.)
Henry Phillips

Liaisons and Staff in attendance:

Adelaine Shay	MCLE Board Staff Liaison
Ransom Smith	MCLE Analyst
Renata de Carvalho Garcia	Regulatory Counsel
Kevin Fay	WSBA Board of Governors Liaison

Review of Minutes

The MCLE Board reviewed the minutes from the January 10, 2025, meeting. The Board approved the minutes unanimously.

YMCA Request for Suggested Amendment to Allow Credit for Participating in High School Moot Court Competitions

At its August 9, 2024, meeting, The Washington YMCA Youth & Government division (YMCA) presented a proposal to the Board to consider amending APR 11 to allow attorneys and judges participating in high school mock trial events to earn credit for the work contributed to these events. This request would require a rule amendment, as currently under APR 11(e)(9), credit for is restricted for judging or preparing law schools students for a law school recognized competition. The MCLE Board discussed whether to continue to pursue a rule amendment that would reflect YMCA's proposal. The Board unanimously voted to continue to pursue suggesting a rule amendment. The Board noted that the suggested amendment could also contain language to provide credit for college level mock trials. The Board discussed restricting

credit to approved program only and to restrict credit for judging and writing for a mock trial. The Board determined this is a long-term goal to pursue through the next fiscal year.

MCLE Board Goals

The MCLE Board recruitment subcommittee gave an update on their efforts to expand recruitment for the MCLE Board. The subcommittee has met three times (2/18/25, 3/17/25, and 4/7/25). Currently, the staff liaison is working with the WSBA Volunteer Manager on creating new materials that can be used to promote the position alongside other Supreme Court Board volunteer positions. Additionally, subcommittee members have been emailing regional affinity bar associations to get the word out about MCLE Board openings, offering to speak at, provide informational materials to, or otherwise engage with county bar associations. The subcommittee intends to reach out to judicial law clerks as well.

The MCLE Board discussed their long-term goal to pursue research regarding Improving, Accessibility, Engagement, and Awareness for CLEs.

The MCLE staff liaison will share a newly drafted MCLE guide, intended to assist newly admitted licensed legal professionals with understanding their MCLE requirements, in order to receive the MCLE Board's feedback.

The MCLE Board discussed strategies to improve member accessibility to earning CLE credit. The MCLE Board is interested in a free and low-cost webpage summarizing the various ways folks can find free and low cost CLEs or earn credit for free. MCLE staff will work with the MCLE Board on creating a webpage. The MCLE Board was also curious to find out why Legal Lunchbox recorded videos were not offered for free.

Additionally, the Board discussed looking into expanding comity to include additional states, particularly those that are geographically close with similar MCLE requirements. MCLE staff agreed to research states that meet that criterion, as well as find out how many members reside in those states and report back at the August meeting.

Audit Reports

Katherine Denmark summarized three recent audits. Feedback was generally favorable; however, one presenter was found to be somewhat negative which detracted from the overall experience of the CLE. All three audit reports will be given to the CLE sponsors.

MCLE Updates

The MCLE Staff Liaison, noted, as of April 2, 2025, approximately 97.64% of licensed legal professionals are compliant for the 2022-2024 reporting period. Presuspension notices were sent on March 4, 2025 to licensed legal professionals in the 2022-2024 reporting period who have not completed their MCLE requirements. A list of reminder emails was provided to the MCLE board noting that reminders were sent to those due to report MCLE on 10/18/2024, 11/4/2024, 12/10/2024, 1/28/2025, and 2/18/2025. On 3/4/2025 the Presuspension Notice was mailed to individuals not in compliance.

A reminder was provided to MCLE Board members to view the WSBA Regulatory School video if they have not done so already.

An update was given by Efreem Krisher the MCLE Board representative on the licensure pathways Core Competencies Subcommittee.

An update was given to the MCLE Board on the proposed policy for WSBA's administration of Supreme Court boards that it was sent to the Court on March 17, 2025. This policy was developed by The Task Force Administering Xenial Involvement with Court Appointed Boards (TAXICAB). The Task Force was comprised of six members of the Board of Governors and six representatives from the boards (including a representative from the MCLE Board). The staff liaison provided an update that the policy had recently been adopted by the Court, and further information would be provided to the MCLE Board.

The MCLE Budget summary for February and draft MCLE Budget for FY26 was shared with the MCLE Board.

Board Activity Review

The MCLE Board decided by motion on one activity accreditation requests. No listing of these motions is included in order to protect member confidentiality.

Petitions

The MCLE Board reviewed and decided by motion 66 staff liaison undue hardship petition decisions. The MCLE Board reviewed and decided by motion on the 6 petitions. No listing of these motions is included to protect member confidentiality.

Adjournment

There being no further business at hand, the meeting was adjourned at 1:30 PM. The next regularly scheduled MCLE Board meeting will be held on May 9th via videoconference format.

Respectfully submitted,
Adelaine Shay
MCLE Board Staff Liaison

Decision Matrix Discussion

DISCUSSION SUMMARY:**Draft Language and Further Discussion Regarding the Hardship Matrices****Action:** First Read

Discussion Summary: The current contemplation of reforming the Hardship Matrices stems from two separate sets of petition circumstances that were considered by the Board at its last April 11, 2025, meeting. After the Board had both considered circumstances of severe financial hardship and natural disaster that impacted a member's ability to comply, it requested that MCLE Staff draft language that created greater parity in fee waiver relief between financial hardship and medical hardship and provided relief for members who had suffered a natural disaster that impaired their ability to comply.

Background:

At its April 11 meeting, the Board discussed the merits of updating the Hardship Matrices after having reviewed a petition of a member who was in considerable financial straits and another one that dealt with the aftermath of the wildfire outbreak in Los Angeles. Evaluating these petitions against the Matrices as they currently stand revealed that they may be wanting in certain aspects and could potentially benefit for some revisions. The goal of matrix reform would be two-fold: (1) treat medical and financial hardships more equitably when it comes to the subject of full fee waivers; and (2) carve out a new and specific hardship category to accommodate for members who have experienced significant natural disasters impacting their ability to comply.

At the direction of the Board, MCLE staff has drafted language designed to level the relief available for both medical and financial hardship petitioners and establish a new hardship category related to significant natural disasters. The language is provided in copies of adjusted draft Matrices enclosed.

Draft language includes: (1) amending the late fee waiver criteria so that the circumstances governing full fee waiver or fee reduction are the same across both the medical and financial hardship categories (i.e. A1-A3 now mirror B1-B3); (2) redefining household income to mean current annual income as opposed to last year's 1040-derived annual income to account for a sharp and sudden change in financial circumstances; (3) making availability of fee waiver or fee reduction contingent on whether member's income falls within a certain poverty threshold guideline (detailed further in the draft) instead of number of credits remaining at the time the petition is submitted in recognition of the reality that members experiencing financial hardship will have more difficulty locating courses due to that financial hardship; and (4) new hardship categories that allow for fee waivers, fee reductions, and extensions for members that plead a natural disaster hardship that meets certain conditions.

Possible Discussion Topics:

- Should the decision matrix be amended with the intent of creating fee waiver parity between hardships? Should the decision matrix be amended with the intent of creating a hardship category accommodating for natural disaster hardships?
 - If the MCLE Board would like to move forward with amending the Decision Matrix, would the MCLE Board like bring suggested edits to the draft language at the August meeting?
- Does the Board want to consider any other dimensions of improvement/revision to the matrix that may have been overlooked in the presented drafts?

Attachments:

1. Matrices (Extension, Late Fee Waiver, and Modification) with Drafted Language.

LATE FEE WAIVER DECISION CRITERIA

Note: If "Credits by 12/31" is "Y," then late fee was assessed because certification was submitted after the February 1 deadline.

Y* = Complete at time petition considered

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
MEDICAL HARDSHIP/DEATH <ul style="list-style-type: none"> "Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual." 							
A1	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	Y/N	Y*	Y/N	X		Waive if certification submitted or once it is submitted.
A2	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	Y/N	Y*	Y/N		X	Reduce or waive [depending on the circumstance] if certification submitted or once it is submitted.
A3	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	N	N	Y/N	X	X	<15 credits remaining = Reduce or waive [depending on the circumstance] if Certification submitted by the deadline (with all credits needed for compliance completed). >15 credit remaining = Refer to the Board

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
	FINANCIAL HARDSHIP as defined by 200% of Federal Poverty Guidelines based on <u>gross household current</u> annual income due to (1) being unemployed or employed with poverty-level wages; (2) major medical expense for self or family member; or (3) bankruptcy. The guidelines are the same ones approved by the BOG in 2010 for determining a one-time waiver of the annual license fee based on financial hardship. (See attached "WSBA License Fee Exemption Request Form".) Offer a payment extension if necessary, taking the following guidelines into consideration: <ul style="list-style-type: none"> • Petition received for financial hardship waiver of late fee; • Waiver was denied or late fee was reduced; • Gross household income between 200-400% of the Federal Poverty Guidelines; • Credit requirements have been met and certified; • The late fee amount owed is equal to or more than \$450; • The fee is paid in full within 3-5 months depending on the amount. 						
B1	FINANCIAL HARDSHIP	Y/ <u>N</u>	<u>Y*</u>	Y/ <u>N</u>	X		Waive
B2	FINANCIAL HARDSHIP	<u>Y/N</u>	Y*	Y/ <u>N±</u>	✗	<u>X</u>	Reduce or waive [depending on the circumstance] if certification submitted or once it is submitted. Reduce to \$50 [waive \$100] if paid by the deadline.
B3	FINANCIAL HARDSHIP	<u>Y/N</u>	<u>N</u>	<u>Y/N</u>	X	<u>X</u>	≤200% of the federal poverty guideline waive if] if certification submitted or once it is. 201%- 400% of the federal poverty guidelines r Reduce to \$50 [waive \$100] if paid and certified by the deadline.
B4	FINANCIAL HARDSHIP	-	Y*/N	Y/N	X	-	Reduce to \$75 [waive \$75] if paid and certified by the deadline.
B5	FINANCIAL HARDSHIP	Y	-	Y*	-	X	Waive \$300 if paid by the deadline.
B6	FINANCIAL HARDSHIP	-	Y*	Y*	-	X	Waive \$200 if paid by the deadline.
B7	FINANCIAL HARDSHIP	Y	-	N	-	X	Waive \$250 if paid and certified by the deadline.
B8	FINANCIAL HARDSHIP	-	Y*/N	Y/N	-	X	Waive \$150 if paid and certified by the deadline.
B49	FINANCIAL HARDSHIP qualifying criteria not met		Y*/N	Y/N	X	X	>400% Deny - Include payment extension language in denial letter.

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
	Maternity/Paternity Leave						
C1	Leave must be taken within the last year of member’s reporting period. Waive if ≤approximately half of credit requirement is remaining (22 total credits for lawyers or 15 total credits for LLLT/LPOs), No fee waiver if more than half of credits remaining.						
	MILITARY -- On active military in a location where it is possible to access CLE courses, but military obligations do not allow enough time to complete credits by the deadline or internet is unreliable.						
D1	MILITARY -- See header criteria	Y/N	Y*/N	Y*/N	X		Waive late fee.
D6	MILITARY -- See header criteria	Y/N	Y*/N	Y/N		X	Refer to the Board
	MAIL DELIVERY PROBLEM						
D7	Claims certified by 2/1.	Y	Y*	Y*	X	X	Grant if licensed legal professional establishes timely certification or if administrative error; otherwise deny.
	MILITARY FAMILY						
E1	If immediate family member is deployed overseas or is returning from overseas deployment in the last 3 months of member’s reporting period. Waive if approximately half of credit requirement is remaining (22 total credits for lawyers or 15 total credits for LLLT/LPOs), No fee waiver if more than half of credits remaining.						
MIS INFORMATION FROM WSBA / LICENSED LEGAL PROFESSIONAL'S FAILURE TO LEARN MCLE REQUIREMENTS <u>Natural or Other Disasters</u>							
F1	<u>Member cites hardship due to natural or other disaster that results in relocation or loss of housing which significantly impacts ability to complete CLEs.</u>	<u>Y/N</u>	<u>Y*</u>	<u>Y/N</u>	<u>X</u>		<u>Waive if certification submitted or once it is submitted.</u>
F2	<u>Member cites hardship due to natural or other disaster that results in relocation or loss of housing which significantly impacts ability to complete CLEs.</u>	<u>Y/N</u>	<u>Y*</u>	<u>Y/N</u>	-	<u>X</u>	<u>Reduce or waive [depending on the circumstance] if certification submitted or once it is submitted.</u>

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
F3	<u>Member cites hardship due to natural or other disaster that results in relocation or loss of housing which significantly impacts ability to complete CLEs.</u>	<u>N</u>	<u>N</u>	<u>Y/N</u>	<u>X</u>	<u>X</u>	<u><15 credits remaining = Reduce or waive [depending on the circumstance] if Certification submitted by the deadline (with all credits needed for compliance completed). >15 credit remaining = Refer to the Board</u>
<u>MIS-INFORMATION FROM WSBA / LICENSED LEGAL PROFESSIONAL'S FAILURE TO LEARN MCLE REQUIREMENTS</u>							
F1	Reports that certification completed online by 2/1 and it was the <u>first time</u> licensed legal professional certified online. Certification was not submitted correctly, therefore 2/1 deadline not met.	Y		Y*	X	X	Waive the late fee once certification has been completed successfully. (This policy was passed by the Board on 3/19/10.)
F2 <u>2</u>	Reports being told by WSBA staff certification not needed	Y/N	Y*	Y*/N	X	X	Deny
F3 <u>3</u>	Licensed legal professional reports receiving other errant information from the WSBA [and it was reasonable for the licensed legal professional to be dependent on the information] or other WSBA administrative error occurred causing the late fee.	Y	Y*	Y*	X	X	Reduce or waive the late fee depending on the circumstances.
F4 <u>4</u>	Licensed legal professional reports receiving the previous petition decision letter after the deadline that had to be met for a fee reduction.	Y	Y*	Y*	X	X	Reduce or waive the late fee depending on the circumstances.

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
	SPONSOR MIS- ADVERTISEMENT						
G4H 1	Short credits due to sponsor error or mis-advertisement of CLE credits (if < or = 2 credits)	See note	See note	Y	X	X	Grant if * At least 43 credits are in reporting period * Shortfall made up in timely manner after notification of misaccreditation * All credits needed for compliance are complete * Certification is complete
	MISC. REASONS FOR NON-COMPLIANCE						
K1	Certified reporting period roster with a duplicate course; deletion of the course causes credit non-compliance after 12/31. * All other credits were taken within the RP * < or = 4 credits need to be taken to make up credit deficiency. * Credits made up and certified in a timely manner. * Never late before.	Y		Y	X		Reduce late fee to \$75 <u>/waive</u> \$75]. if payment postmarked/delivered to the WSBA by the deadline.
K2	Busy practice / Oversight / Other non-medical or non-financial hardship reason [See "Misc." list below]						Deny
	MISC. REASONS FOR NON-COMPLIANCE						
	Claims mailed certification to WSBA but not received by WSBA.						
	Class that licensed legal professional planning to take cancelled at last minute and licensed legal professional still has time in reporting period to take needed credits.						
	Did not know certification had to be submitted since all credits are on the MCLE web site (even though instructions about requirement for certification is in APR 11, and in the July 1st letter, in the NW Lawyer FYI column Sept.-April each year, on the certification forms in the annual license packet and in all email reminders about license renewal).						

EXTENSION (EXT) REQUESTS MATRIX

Reason No.	SITUATION <i>Applies to first period of non-compliance, and multiple consecutive periods of non-compliance.</i>	DECISION
EXT 1	(1) Significant medical hardship of self or immediate family member for whom member is primary support; and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 2	(1) Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling); and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 3	(1) Financial hardship -- due to (a) being unemployed or employed with poverty-level wages; (b) major medical expense for self or family member; or (c) bankruptcy; and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to MCLE Board
EXT 4	On an active military assignment in a location where it is possible to access CLE courses but military obligations do not allow enough time to complete credits by the deadline.	* First request -- grant extension with reasonable deadline * Second request -- refer to MCLE Board
EXT 5	Immediate family member is about to be deployed overseas or is returning from overseas deployment within the last 3 months of the reporting period.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 6	Took parental leave within the last year of member's reporting period.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
<u>EXT 7</u>	<u>Member cites hardship due to natural or other disaster which significantly impacts ability to complete CLEs.</u>	<u>* First request -- grant extension with reasonable deadline</u> <u>* Second request -- refer to the MCLE Board</u>
EXT 8 7	All other requests	Deny or Refer to Board

*"Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual."

CREDIT MODIFICATION (MOD) DECISION MATRIX

Reason No.	SITUATION <i>Applies to first period of non-compliance, and multiple consecutive periods of non-compliance.</i>	DECISION
MOD 1	Significant medical hardship of self or immediate family member for whom lawyer is primary support.	Grant as appropriate
MOD 2	Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling).	Grant as appropriate
MOD 3	Financial hardship (as defined by the "First Time Late Fee Waiver Requests Decision Criteria" table $\leq 400\%$ of the federal poverty guidelines).	Grant as appropriate
MOD 4	All other reasons	Deny

*"Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual."

Board Goals Discussion

MCLE Board Annual and Long-Term Goals
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Annual Goals

- Each Board member will commit to conducting two CLE course audits per fiscal year with a focus on accredited sponsors and CLE courses that cover the topic of Equity Ethics.
- The Board will continue to advance diversity in recruitment efforts for any Board openings.

Long-Term Goals

- Pursue research regarding Improving, Accessibility, Engagement, and Awareness for CLEs.
- Explore the possibility of extending comity to other jurisdictions and commit to researching on this topic.
- Explore amending APR 11 to allow attorneys and judges participating in high school mock trial events to earn credit for the work contributed to these events.
 - This would require a rule amendment, as currently under APR 11(e)(9), credit for is restricted for judging or preparing law schools students for a law school recognized competition. The Board noted that the suggested amendment could also contain language to provide credit for college level mock trials. The Board discussed restricting credit to approved programs only and to restrict credit for judging and writing for a mock trial. The Board determined this is a long-term goal to pursue through the next fiscal year.

MCLE Board Subcommittee on Increasing Diversity in Board Recruitment

- Applications for volunteer positions through the WSBA, including the MCLE Board, opened on May 1st. Priority will be given to applicants who apply by May 31st. Three MCLE Board member's terms will expire at the end September of 2024. Of the three MCLE Board members, two (one occupying a licensed legal professional position and one occupying the public member position) will have finished their second term and will therefore not be eligible to reapply to the MCLE Board for the next MCLE Board year.
- As of May 6th, we have received no applications with volunteers selecting the MCLE Board as their first choice.

Next Steps for Long Term Goals

- MCLE Staff are:
 - working to update the MCLE webpages with free and low-cost options for members; and
 - researching mock trials in the area and states with potential to consider for comity. Staff will bring this to the August meeting.

Discussion

- How can MCLE Board members support the recruitment subcommittee in their efforts to expand and diversify the pool of MCLE Board applicants?

- Would the MCLE Board like to invite the YMCA representative to assist with a presentation the Court at the MCLE Board's annual meeting?

Enclosed:

- Volunteer Position Descriptions
- YMCA Mock Trial Impact Report 2025 – Provided by YMCA

Volunteer Opportunity: Mandatory Continuing Legal Education (MCLE) Board

Entity Type:

- ☒ Board
☐ Committee
☐ Council
☐ Other Bar Entity

Created By:

- ☐ WSBA
☒ Supreme Court
☐ Court Rule

Term:

- ☐ One Year
☐ Two Years
☒ Three Years

Meetings:

- ☐ In-Person Only
☐ Virtual Only
☒ Hybrid

Eligibility:**License Type:**

- ☒ Lawyer
☒ LLLT
☒ LPO

License Status:

- ☒ Active
☐ Inactive
☐ Judicial
☐ Honorary
☐ Pro Bono

Public Members:

- ☒ Yes
☐ No

Licensed legal professionals in the state of Washington must continue their legal education throughout their careers in order to remain eligible to practice law. The Mandatory Continuing Legal Education (MCLE) Board plays a critical role in defining and determining compliance with the minimum education requirements. The MCLE Board is authorized by the Washington Supreme Court's Admission and Practice Rule (APR) 11 to oversee the compliance of members and sponsors with the MCLE education requirements.

The MCLE board:

- Considers MCLE policy issues;
- Rules on all petitions, appeals, and special requests submitted by licensed legal professionals, including requests for waiver and extension of time to meet minimum education requirements;
- Holds hearings on denied requests regarding member compliance;
- Audits CLE courses to ensure sponsor compliance with APR 11 (MCLE Board members will earn MCLE credit for the courses they audit);
- Suggests amendments to APR 11 subject to review by the Board of Governors and approval by the Washington Supreme Court.

Time commitment: The Board meets 5 times a year. In addition to attending what are usually half-day meetings, members should expect to spend several hours reviewing materials prior to the meetings and may spend additional time auditing courses. Currently, meetings are held remotely via zoom with two meetings where in-person attendance is optional. Appointment to the Board is for a three-year term; two consecutive terms may be served.

Requirements:

- Applicants must be active WSBA members or members of the public
- Members must be able to access materials electronically
- Members will be required to sign a confidentiality agreement

Preferred qualifications and skills: Individuals with diverse backgrounds, teaching experience, and technology skills are encouraged to apply.

Benefits: Board members develop skills, gain leadership experience, and provide a public service. Earn CLE credit.

Reimbursement policy: This is an unpaid volunteer position. Reasonable expenses will be reimbursed per the WSBA Expense Reimbursement Policy.

Selection and appointment process: Candidates are vetted by the MCLE Board nomination team. Recommendations are provided to the WSBA Board of Governors for its information, and to the Supreme Court which makes the appointments.

[**Learn More**](#)
[**Apply**](#)
[**Questions?**](#)



SUPREME COURT BOARDS & PANELS

ADMINISTERED BY WSBA

2025-2026

Access to Justice Board

[View detailed position description](#)

Term: Three-Years

Appointed by: State Supreme Court

Eligible License Types: Lawyer, LLLT, LPO

Eligible License Status: Active, Honorary, Inactive, Judicial, and Pro Bono

Public Members: Yes

Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board works to achieve equal access for those facing economic and other significant barriers. If you have a demonstrated commitment to equal justice principles, please join us. Appointments are made by the Washington Supreme Court upon nomination of the Washington State Bar Association Board of Governors. The positions may be filled by an attorney or a person who is not an attorney. For additional information, visit the [Alliance for Equal Justice's website](#).

Disciplinary Board

[View detailed position description](#)

Term: Three-Years

Appointed by: Supreme Court

Eligible License Types: Lawyer

Eligible License Status: Active

Public Members: Yes

Carries out the functions and duties assigned to it according to the Rules for Enforcement of Lawyer Conduct adopted by the Supreme Court. The full board meets monthly via teleconference, and in person as needed, reviewing hearing officer decisions and stipulations. Four review committees, each composed of three D-Board members, review disciplinary investigation reports and dismissals. Each review committee meets four times per year via teleconference. Considerable reading and meeting preparation is required. The Board consists of 4 community members and 10 lawyer members. Prerequisites: Lawyer Board members must have been an active member of the WSBA for at least five years at the time of appointment and have no record of public discipline. Lawyer Board members may not knowingly advise or represent

WASHINGTON STATE
BAR ASSOCIATION

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.



individuals regarding pending or likely disciplinary grievances or proceedings. Board members are recommended by the WSBA Board of Governors in consultation with the Disciplinary Selection Panel and appointed by the Supreme Court.

Hearing Officers

[View detailed position description](#)

Term: Two-Years (initially)

Appointed by: Supreme Court

Eligible License Types: Lawyer

Eligible License Status: Active and Judicial

Public Members: No

Serves as hearing officer for licensed legal professional disciplinary and disability matters, making evidentiary rulings, ruling on motions, conducting settlement conferences, and preparing written findings of fact, conclusions of law, and (as necessary) sanction recommendations according to strict deadlines. Annual training is required. Hearing officers are subject to the representation restrictions in ELC 2.14. The Supreme Court appoints hearing officers upon recommendation of the Board of Governors in consultation with the Disciplinary Selection Panel. Applicants must submit a writing sample. Prerequisites: A hearing officer must be an active member of the WSBA, have been an active or judicial member of the WSBA for at least seven years, have no record of public discipline, and have experience as an adjudicator or advocate in contested adjudicative hearings. Please review the Rules for Enforcement of Lawyer Conduct, particularly ELC 2.5 to 2.6 and ELC Title 10, prior to applying.

Limited License Legal Technician (LLLT) Board

[View detailed position description](#)

Term: Three-Years

Appointed by: State Supreme Court

Eligible License Types: Lawyer, LLLT, LPO

Eligible License Status: Active, Judicial, Pro Bono

Public Members: Yes

The Limited License Legal Technician (LLLT) is licensed to provide limited legal assistance and advice in the area of family law. The LLLT Board is responsible for recommending to the Washington Supreme Court appropriate changes to rules relating to the practice of LLLTs. The board has the duty and power to develop and approve standard practice forms for LLLTs, oversee the provision of continuing legal education to LLLTs, and assess changes in the law that affect the practice of LLLTs. The board also plays a role in the LLLT discipline system. The board meets approximately six times per year.



Limited Practice Board

[View detailed position description](#)

Term: Three-Years

Appointed by: State Supreme Court

Eligible License Types: Lawyer, LLLT, LPO

Eligible License Status: Active

Public Members: Yes

A Limited Practice Officer (LPO) is licensed to select, prepare, and complete legal documents pertaining to the closing of real property and personal property transactions. The Limited Practice Board is responsible for developing and recommending to the Washington Supreme Court general policy and requirements for the LPO license. The board works with exam writing experts to write and grade the LPO examination, develops and approves forms for use by LPOs, and plays a role in the LPO discipline system. The board members act as ambassadors of the LPO license for the broader legal profession and the public. The board meets four to six times per year.

Mandatory Continuing Legal Education (MCLE) Board

[View detailed position description](#)

Term: Three-Years

Appointed by: State Supreme Court

Eligible License Types: Lawyer, LLLT, LPO

Eligible License Status: Active

Public Members: Yes

Legal professionals in the state of Washington must continue their legal education throughout their careers in order to remain eligible to practice law. The MCLE Board plays a critical role in defining and determining compliance with the minimum education requirements under APR 11. The Board meets five times a year to consider MCLE policy issues and makes determinations on petitions, appeals, and special requests submitted by licensed legal professionals and CLE sponsors. This includes reviewing requests for waiver and extension of time to meet the minimum education requirements and holding hearings on denied requests. Board members also audit CLE courses throughout the year to ensure CLE providers are complying with APR 11. In addition to attending what are usually half-day meetings, members should expect to spend several hours reviewing materials prior to the meetings. Individuals with diverse backgrounds, teaching experience, and technology skills are encouraged to apply.

[View detailed position description](#)

Appointed by: State Supreme Court

Eligible License Status: Active, Honorary, Inactive Judicial, and Pro Bono

The Board educates the public about how to receive competent legal assistance, considers and recommends to the Washington Supreme Court new avenues for people or entities not authorized to practice law to provide legal and law-related services, and receives complaints alleging the unauthorized practice of law in Washington by any person or entity. The Board will review and may refer complaints that allege harm to the public interest to appropriate enforcement agencies. The Board participates in the administration of the Washington pilot project for entity regulation. The Supreme Court appoints members after considering nominations from the Practice of Law Board, the WSBA Board of Governors and other interested people and organizations. GR 25(a) says: "A minimum of five board members must be persons not currently authorized to practice law." There are no other restrictions on members.



2025 MOCK TRIAL IMPACT REPORT

WASHINGTON YMCA YOUTH AND GOVERNMENT



Our Impact in 2025



70 High School Teams
10 Middle School Teams



50 Participating
Schools/Orgs



1032 Youth Participants
Both MS and HS



857 Attorney and Judge
Supporters



Growth in Teams



Growth in
Schools/Orgs



Growth in Youth
Participants



Growth in Supporters

Program Metrics (Statewide)



YEAR	SCHOOLS	TEAMS	STUDENTS	COACHES	SUPPORTERS
2019	36 HS / 2 MS	57 HS / 8 MS	697 HS / 94 MS	N/A	N/A
2020	38 HS / 2 MS	57 HS / 8 MS	N/A	107	N/A
2021	30 HS	47 Teams	580 HS	102	438
2022	33 HS	51 Teams	633 HS	104	490
2023	39 HS / 3 MS	57 HS / 5 MS	658 HS / 74 MS	112	536
2024	45 HS / 3 MS	66 HS / 6 MS	849 HS / 84 MS	131	714*
2025	46 HS / 4 MS	70 HS / 10 MS	933 HS / 97 MS	123	857*

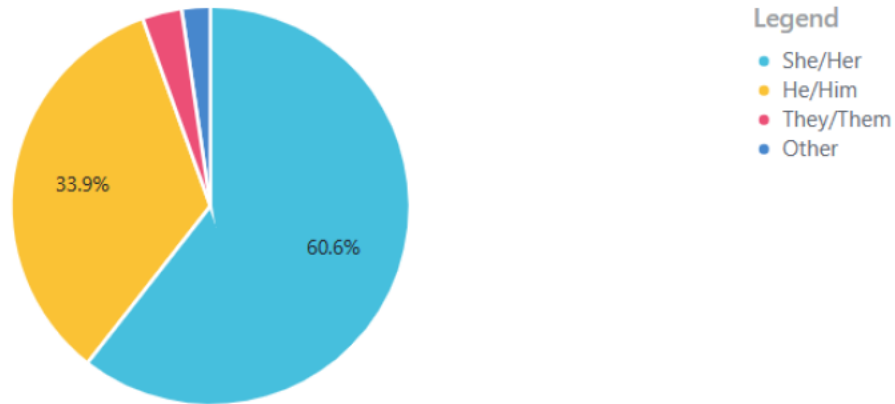
*Estimated based on number of Rater and Judge slots at tournaments



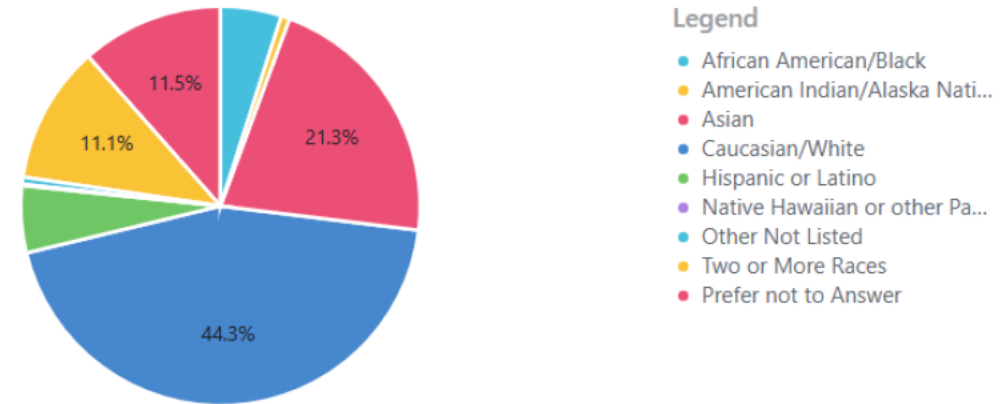
Demographics – Students

Pronouns

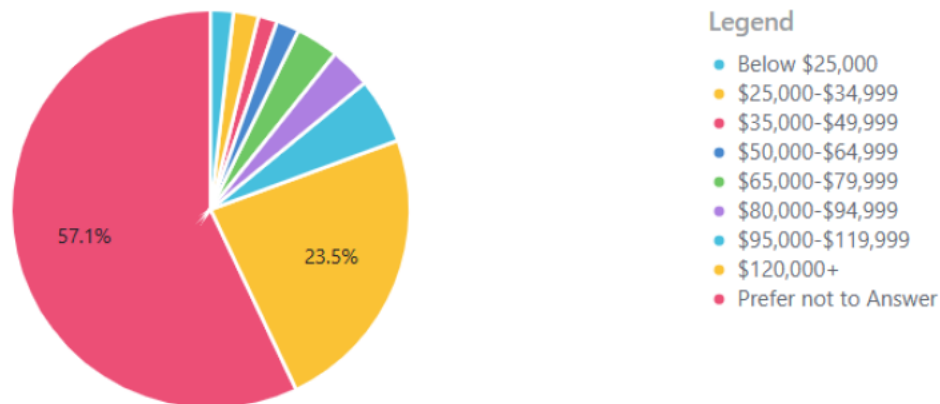
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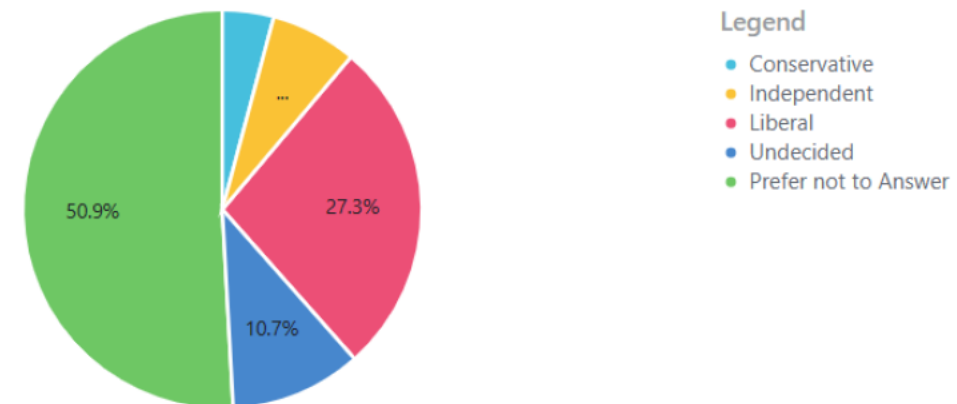
Race/Ethnicity



Average Household Income



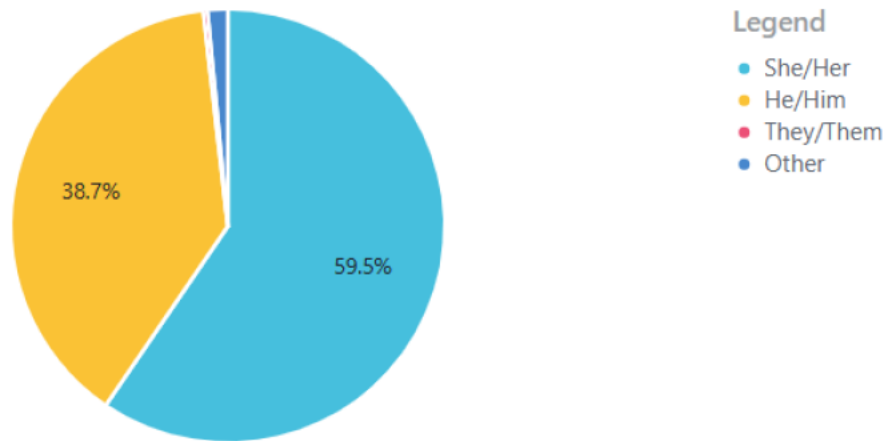
Political Leanings



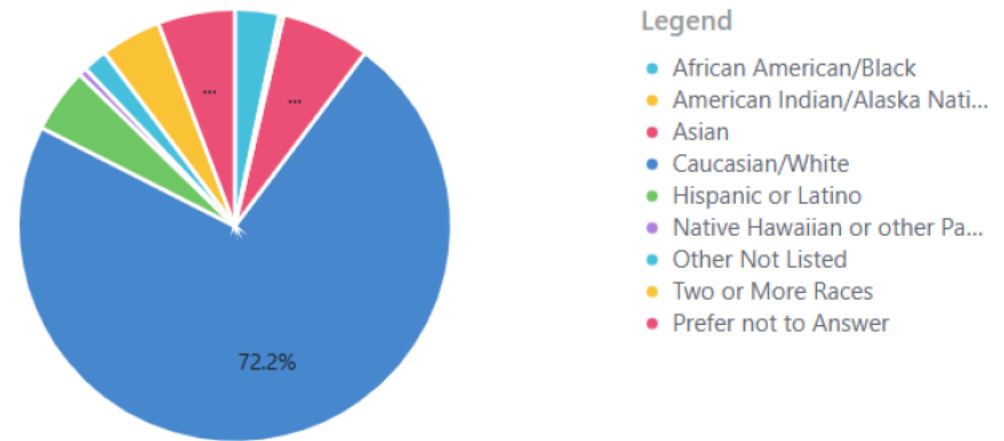
Demographics – Adult Supports



Pronouns



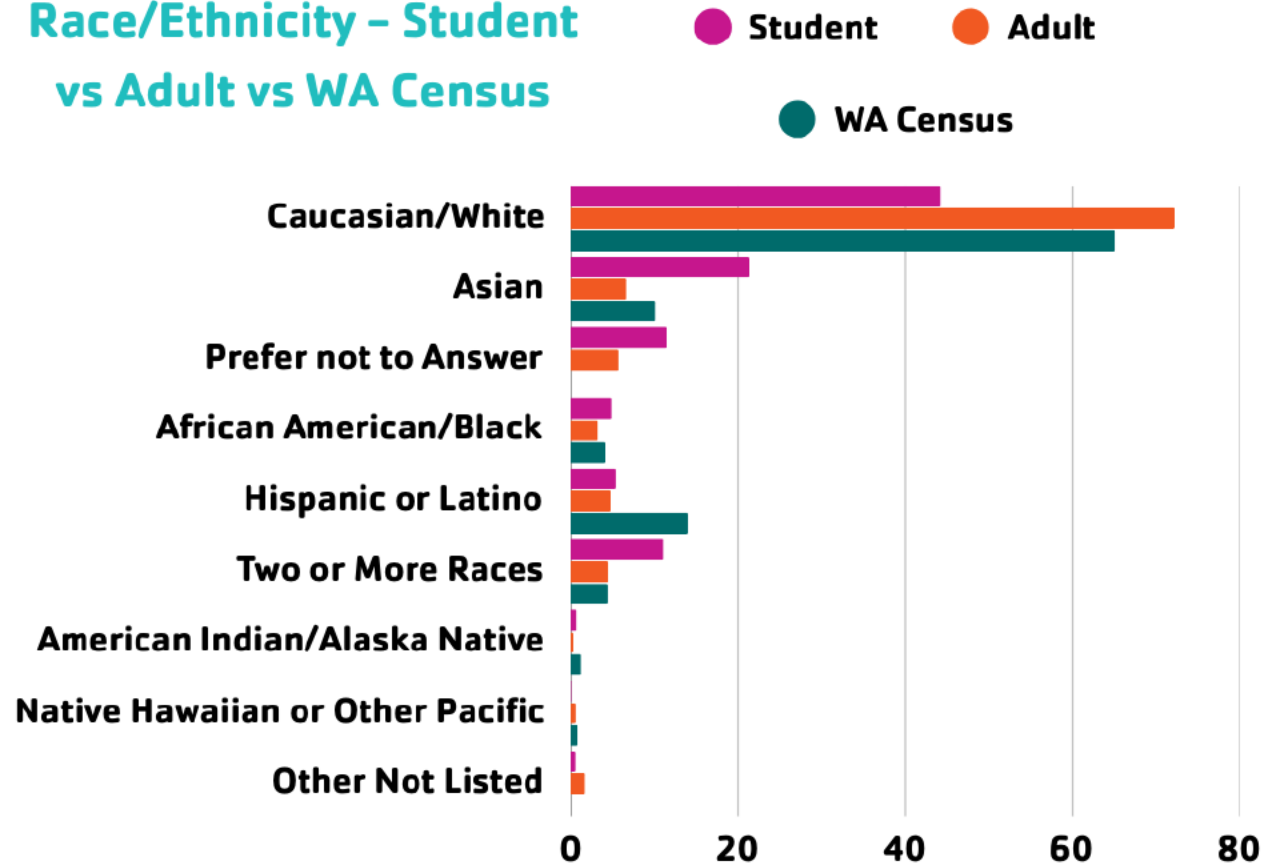
Race/Ethnicity



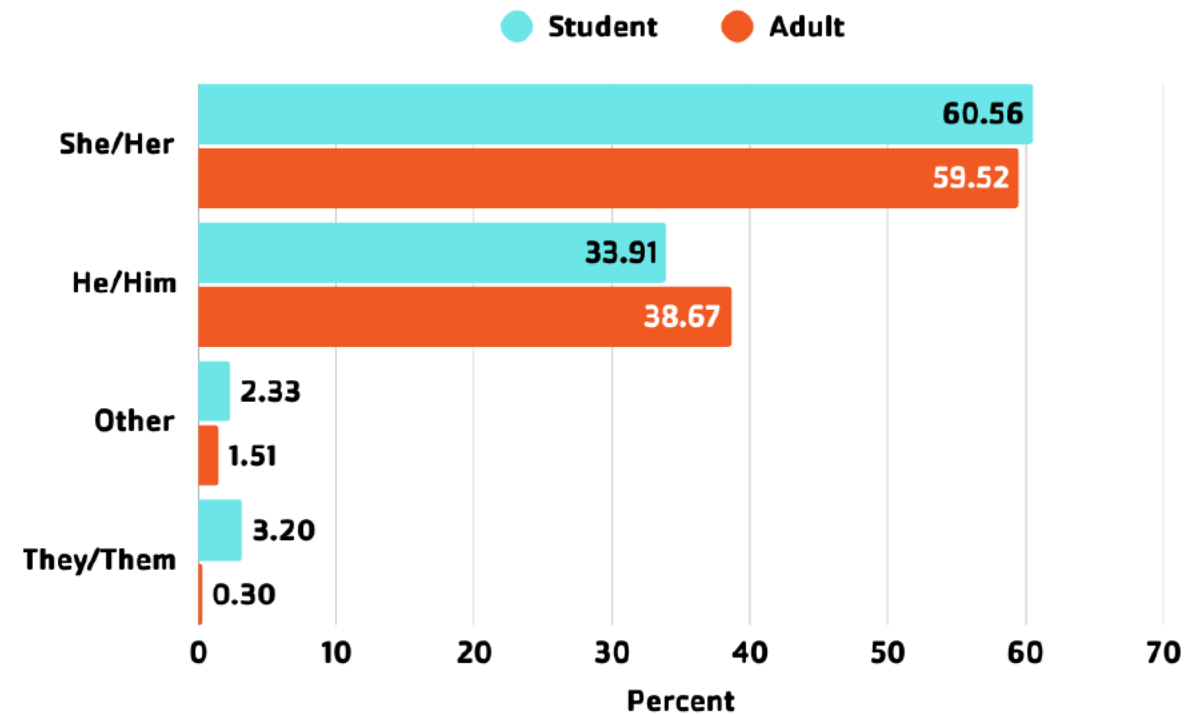
Adult Supporters include Team Coaches, Attorney Raters, and Trial Judges.
A total of 331 responses were collected.

Demographics – Compared

Race/Ethnicity – Student
vs Adult vs WA Census



Pronoun – Student to Adult Comparison



2025 DISTRICT SNAPSHOT

MS-Snohomish County

Denney Juvenile Justice Center
2801 10th St, Everett, WA 98201

Number	Team
1	St. Thomas More School - A
2	St. Thomas More School - B
3	St. Thomas More School - C
4	NOVA Middle School
5	Our Lady of Hope School
6	10th Street Middle School - A
7	10th Street Middle School - B
8	10th Street Middle School - C
9	10th Street Middle School - D
10	10th Street Middle School - E

Kitsap Co. Tournament - 3 births

Kitsap County Superior Court
614 Division St Ste 24, Port Orchard, WA 98366

Number	Team
1	Port Townsend - RED
2	Port Townsend - BLACK
3	University Prep - BLUE
4	University Prep - GREEN
5	University Prep - WHITE
6	Skyline High School - SILVER
7	Skyline High School - WHITE
8	N/A

East King Co. Tournament (North) - 3 births

Redmond Courthouse
8601 160th Ave NE, Redmond, WA 98052

Number	Team
1	Juanita High School
2	Redmond High School
3	Sammamish High School - RED
4	N/A
5	International Community School - CRIMSON
6	International Community School - GOLD
7	Interlake High School
8	Inglemoor High School

Chelan County - 2 births

Chelan County Superior Court
401 Washington St, Wenatchee, WA 98801

Number	Team
1	Chief Sealth Jupiter
2	Chief Sealth Neptune
3	Westside High School
4	N/A
5	Wenatchee - PURPLE
6	Wenatchee - GOLD

Pierce County - 3 births

Pierce County Superior Court
930 Tacoma Ave S Ste 110, Tacoma, WA 98402

Number	Team
1	Annie Wright - BLUE
2	Annie Wright - GOLD
3	Tacoma School of the Arts (SOTA) - SAPHIRE
4	Tacoma School of the Arts (SOTA) - RUBY
5	Kings
6	Seattle Academy - RED
7	Seattle Academy - GREY
8	Sequim
9	Lincoln High School
10	Skyline High School - GREEN

Clark County Tournament - 3 births

Clark County Superior Court
1200 Franklin St, Vancouver, WA 98660

Number	Team
1	Cedar Tree Classical Christian School
2	Columbia River High School
3	Columbia River White Salmon
4	Seton Catholic
5	Cascadia Tech - BLUE
6	Cascadia Tech - RED
7	Morton Jr/Sr High School
8	Hockinson High School

Snohomish County - 3 births

Snohomish County Superior Court
3000 Rockefeller Ave, Everett, WA 98201

Number	Team
1	Archbishop Murphy - Varsity
2	Archbishop Murphy - Junior Varsity
3	Mill Creek YMCA
4	Mukilteo YMCA - PURPLE
5	Mukilteo YMCA - SILVER
6	Marysville YMCA - GOLD
7	Marysville YMCA - BLACK
8	Legacy High School
9	Cascade High School
10	N/A

King County - 5 births

King County Courthouse
516 3rd Ave, Seattle WA 98104

Number	Team
1	Franklin High School - OBSIDIAN
2	Franklin High School - JADE
3	Franklin High School - ONYX
4	Seattle Prep - BLUE
5	Seattle Prep - WHITE
6	Seattle Prep - GREEN
7	Jefferson Community Center
8	Woodinville High School
9	Garfield High School
10	Ballard High School
11	Ingraham High School - GRAY
12	Ingraham High School - BLUE
13	Mercer Island High School - MAROON
14	Mercer Island High School - WHITE
15	O'Dea High School
16	Nathan Hale High School

East King Co. Tournament (South) - 1 birth

King County Courthouse - Bellevue
1309 114th Ave SE, Bellevue, WA 98004

Number	Team
1	Mount Si High School - SCARLET
2	Mount Si High School - GREY
3	Eastlake - VARSITY
4	Eastlake - JV

Benton County - 1 birth

Benton County District Court
7122 W Okanogan Pl, Kennewick, WA 99336

Number	Team
1	Camas High School
2	The Oaks Classical Christian Academy
3	Kennewick High School
4	Richland High School

*Note: The order of teams does not reflect final placement in the tournament.

2025 STATE TOURNAMENT AWARDS

WILLIAM DOWNING VALUES AWARD

Marysville YMCA

ROBERT J. BRYAN INNS OF COURT SCHOLARSHIP

Lizzie Pittsinger

Wenatchee High School

OUTSTANDING WITNESS AWARD

Kisaya Canada – Franklin

Niles Cowan – Columbia River

Willow Hales – Mount Si

James Koepke – Wenatchee

Lizzie Pittsinger – Wenatchee

Trapper Rayburn – Cascadia Tech

OUTSTANDING ATTORNEY AWARD

Rudy Vazquez - Marysville YMCA

2025 MOCK TRIAL STATE STANDINGS

Place	School - Team
1	Seattle Preparatory School - Blue
2	Seattle Preparatory School – White
3	University Prep
4	Franklin High School – Obsidian
5	Skyline High School – Green
6	Seattle Academy
7	Franklin High School – Malachite
8	Columbia River High School
9	The Oaks Classical Christian Academy
10	Wenatchee High School – Purple
11	Sammamish High School
12	Marysville YMCA
13	Wenatchee High School – Gold
14	Mount Si High School
15	Cascadia Tech – Red
16	Cascadia Tech – Blue
17	Tacoma School of Arts (SOTA)
18	Skyline High School – White
18	Eastlake High School
20	Mukilteo YMCA
21	International Community School
22	Inglemoor High School
23	O'Dea High School
24	Archbishop Murphy High School
25	Port Townsend High School
26	Richland High School



SPONSORSHIP RECOGNITION

2024/2025 sponsors were recognized in the following ways;

- Mock Trial Case Page
- Mobile Conference App
- Awards Breakfast Presentation
- Awards Breakfast Table Toppers
- Event Press Release
- Youth Legislature Bill Book
- YMCA Youth & Government Impact Webpage (with backlink)



Event Level Sponsor



\$25,000 and above



Microsoft

Google

GENERAL SPONSORS



Partner Level – \$25,000 – \$10,000



Community Level – \$10,000 and below



Manulife

LEGAL SPONSORS



Team Level – \$1,000 and below



Washington State Bar



Washington State
Council of Fire Fighters



PLAUCHÉ
& CARR LLP

District Level – \$1,000 – \$5,000



Washington District & Municipal Court Judges Association

State Level – \$5,000 and above

U.S. District Court – WDOW
Washington State Legislature
Washington Judges Foundation



Washington YMCA MOCK TRIAL

2026 KEY DATES

September 29th – Oct 3rd 2025 CASE RELEASE

March 20th – 22nd, 2026 Mock Trial State Tournament

May 7th – 9th, 2026 National High School Mock Trial
Championship

Chair Selection Discussion

MCLE Board Chair Nomination

Summary: The MCLE Board should nominate a Board member to serve as the MCLE Board Chair for the 2025-2026 term.

Potential Action:

- Nominate a Board member to serve as MCLE Board Chair for the 2025-2026 term.

BACKGROUND:

Vice-Chair - The intent of the Vice-Chair position is to be a likely successor to the current Chair, as a potential candidate to recommend to the Washington Supreme Court for the next term. The Board created the Vice-Chair position to give more continuity to the functioning of the Board.

Chair Position - The Board member to fill the Chair position will be nominated by the MCLE Board members. Once a nomination has been made, candidates are reviewed by the MCLE Board nomination team. The WSBA Board of Governors nomination committee is notified of the recommendation. Ultimately, the Washington Supreme Court will appoint the MCLE Board Chair for the 2025-2026 term (October 1st - September 30th).

Role of the MCLE Board Chair - The MCLE Board Chair will lead the MCLE Board to pursue its goals and carry out its role as a Court-appointed Board, administered by the WSBA. Below are some of the specific duties of the MCLE Board Chair:

- Collaborate with the MCLE Staff Liaison to develop and approve meeting agendas and materials.
- Facilitate MCLE Board meeting discussions, keeping the Board on track and on time and ensuring full participation of Board members.
- Represent the MCLE Board (or identify who will) at Board of Governors meetings when the Board has an item on the agenda, and/or at meetings with the Court.
- Participate in nomination team (along with staff liaison and Board of Governors liaison) to recommend new MCLE Board members for appointment. At the end of their term as MCLE Board Chair, meet with the incoming Chair to discuss scope of the role and work in progress.

ENCLOSED:

- WSBA Entity Chairs and Liaisons: Roles and Responsibilities

WSBA Entity Chairs and Liaisons: Roles and Responsibilities

This document applies to committees and councils created by the WSBA Board of Governors, Supreme Court boards administered by the WSBA, and WSBA regulatory boards created by Supreme Court rule. Any court or WSBA rule, order or directive pertaining to a specific committee or board that is inconsistent with this document supersedes the below. Note that "board" refers to entities performing regulatory functions and "committee" denotes entities performing professional association duties. In this document, the term "entity" is used to refer to both committees and boards.

Guiding Principles:

- Volunteers and staff work in partnership to further the mission of WSBA
- We leverage the unique experiences, knowledge and contributions of staff and volunteers
- Volunteers are central and important to accomplishing our shared goals
- Staff and volunteers share mutual respect

	Chair	Staff liaison(s) ¹	Board of Governors liaison
Onboarding new members	<p>Collaborate with staff liaison to develop a new member orientation. Chair's focus is the entity's history, goals, work in process, and the entity's culture.</p> <p>Check in with new members periodically to monitor engagement and comprehension.</p>	<p>Collaborate with chair to develop a new member orientation. Staff liaison's focus is WSBA policies and procedures, entity's history and functions, Supreme Court rules, and WSBA's broader mission.</p>	<p>Participate in any new member orientation, both to learn the work of the entity and to share the work of the Board of Governors.</p>
Entity management	<p>Lead the entity to pursue its goals (as approved by the Board of Governors or the Supreme Court) by establishing subcommittees, timelines, project plans, etc.</p> <p>Help the entity refocus if changes to goals are needed, and lead entity to develop goals for following year.</p> <p>Set expectations for the entity at the start of the year and maintain expectations throughout the year regarding culture of the entity, following through on work, etc.</p> <p>Ensure that entity work is accomplished between meetings (check that tasks are being completed, nudge project and subcommittee volunteers as needed, identify if other resources are needed to</p>	<p>Advise the chair and entity on developing their goals to ensure they are consistent with the WSBA mission, priorities and commitments, and/or directives from the Supreme Court.</p> <p>Develop and manage the corresponding budget. The staff liaison is responsible for ensuring WSBA funds are spent appropriately and efficiently.</p> <p>Provide expertise as appropriate and advise the entity on WSBA policies and procedures and Supreme Court rules (e.g., GR 12, legislative/court rule commenting, open meetings).</p> <p>Connect the entity to WSBA resources</p>	<p>Be familiar with the work of the entity by reading meeting minutes and attending meetings when available to do so.</p> <p>Inform the entity of Board of Governors decisions or discussions that impact the entity's work.</p> <p>In concert with the staff liaison, bring the entity's attention to WSBA policies that are relevant to the entity's work.</p>

¹ Some entities have multiple staff liaisons, or the staff liaison may delegate some of the duties listed here to other WSBA staff.

	<p>complete a project).</p> <p>Draft documents and other entity work product (also see “Reporting” below).</p>	<p>and departments, as needed, to fulfill entity goals. Ensure that the chair has access to WSBA information/resources that are helpful in strengthening their leadership of the entity.</p> <p>Ensure administrative support including meeting scheduling and logistics; roster, web page and email list maintenance; and expense report processing.</p>	
Meeting management	<p>Collaborate with staff liaison to develop meeting agendas and materials.</p> <p>Facilitate meeting discussions, keeping them on track and on time and ensuring full participation of entity members. Identify a member to serve as back-up chair in the chair’s absence.</p>	<p>Collaborate with chair to develop meeting agendas and materials. Manage and track ongoing and potential agenda items. Distribute meeting notices, agenda, materials and other communication needed by the entity in a timely manner.</p> <p>Take meeting minutes.</p>	
Succession planning	<p>Actively participate in new member recruitment (identify needs of the entity, brainstorm outreach efforts).</p> <p>Participate in nomination team (along with staff liaison and Board of Governors liaison) to propose new entity members for appointment. At the end of their term as chair, meet with new chair to discuss scope of the role and work in progress.</p>	<p>Oversee logistics of entity recruitment and appointment processes, ensuring WSBA procedures and Supreme Court rules are followed and deadlines met.</p> <p>Participate in nomination team (along with chair and Board of Governors liaison) to propose new entity members for appointment. Provide guidance regarding WSBA's commitment to diversity and inclusion.</p> <p>Advise WSBA president-elect on recruitment and selection of new entity chair. (Does not apply to Supreme Court boards.)</p>	<p>Assist with outreach and recruitment efforts to identify potential new entity members.</p> <p>Participate in nomination team (along with chair and staff liaison) to propose new entity members for appointment.</p>
Reporting	<p>Represent the entity (or identify who will) at Board of Governors meetings when the entity has an item on the agenda, and/or at meetings with the Supreme Court.</p> <p>Collaborate with staff liaison to draft the entity’s annual report to the WSBA Board of Governors and any other reports.</p>	<p>Collaborate with the chair to draft the entity's reports.</p>	<p>Serve as an information conduit between Board of Governors and the entity.</p> <p>Assist the entity in preparing for presentations to the Board of Governors, taking into consideration anticipated questions from the Board and setting expectations.</p>

Proposed MCLE Board Meeting Schedule for FY 2026

ISSUE SUMMARY:**Proposed 2025-2026 MCLE Board Meeting Schedule****ISSUE:**

- The 2025-2026 MCLE Board meeting schedule needs to be approved by the Board so that it can be posted on the WSBA website.

Proposed MCLE Board Meeting Schedule for the 2025-2026 term:

Meeting #	MCLE Board Meeting Date
1	October 17, 2025
2	January 9, 2026
3	April 17, 2026
4	June 5, 2026
5	August 14, 2026

Alternate dates:**October 2025:**

- 10/3/2025 - available
- 10/10/2025 – Sukkot continues
- 10/24/2025 - Birth of the Baha'u'llah* (Baha'i Faith) & Board of Governors Meeting

January 2026:

- 1/23 and 1/30 also available
- 1/16 /2026 - Lailatal Miraj and Board of Governors Meeting

April 2026:

- 4/10/2026 – Good Friday
- 4/24/2026- available

May & June 2026 (MCLE staff recommends moving the May meeting to June):

- 6/12/26 – available
- 5/22/2026 – Shavuot & Friday before Memorial Day
- 5/29/2026 Ascension of Bahá'u'lláh
- 6/19/2026 – Juneteenth
- 6/26/2026 - Ashura

August 2025:

- 8/7, 8/21 and 8/28/2025 – also available

Links to Interfaith Calendars

- Interfaith Calendar 2025 <https://www.diversityresources.com/interfaith-calendar-2025/>
- NCCJ 2026 Interfaith Calendar - Holidays and Festivals <https://www.nccjtriad.org/wp-content/uploads/2024/12/Interfaith-Calendar-2026.pdf>
- Virginia Tech Interfaith Calendar <https://dos.vt.edu/interfaith/calendar.html>
- University of Wisconsin System [https://www.wisconsin.edu/academic-calendars/download/2026-UW-System-religious-and-spiritual-calendar-12.27.23\(2\).pdf](https://www.wisconsin.edu/academic-calendars/download/2026-UW-System-religious-and-spiritual-calendar-12.27.23(2).pdf)

MCLE Updates

DISCUSSION:
MCLE Updates

The MCLE Staff Liaison will provide general updates to the MCLE Board

Discussion Topics:

- **MCLE Certification**

As of May 6, 2025, 99.36% (10,802) of licensed legal professionals are compliant for the 2022-2024 reporting period. At the time of the presuspension deadline 47 Licensed Legal Professionals were not compliant for their 2022-2024 reporting period, and an additional 23 have extensions (including one payment extension) until 6/2/2025.

Reminder emails were sent to those due to report MCLE on:

- 10/18/2024,
- 11/4/2024,
- 12/10/2024,
- 1/28/2025,
- 2/18/2025,
- 3/4/2025 Presuspension Notice, and
- 4/28/2025.

- **Newly Admitted Materials**

These three draft documents were created to have materials available for newly admitted licensed legal professionals and for those looking to plan their CLE in advance. The attached documents are ready for MCLE Board input. Once input is received MCLE Board Staff Liaison will submit them to the communications department for review and design.

- The NEWLY Licensed Legal Professional's Guide to Getting Started with Mandatory Continuing Legal Education (MCLE)
- MCLE Quick Reference Guide
- CLE Planning Template - draft

- **WSBA Licensure Pathways Implementation Steering Committee Update**

The committee which is tasked with implementing the alternative pathways to licensure adopted by the Court is forming subcommittees including a Core Competencies Subcommittee tasked with defining the core competencies to be included in each pathway to ensure competence to practice law. The MCLE Board invited a representative to join and weigh in on this important work. MCLE Board member Efrem Krisher is representing the MCLE Board on the subcommittee and will provide any updates.

- **Budget**

The MCLE Board Staff Liaison will provide a brief overview of the current MCLE Budget Summary.

- **MCLE Board Meeting Schedule**

Meeting #	Upcoming MCLE Board Meeting Dates
5	August 8, 2025

Attachments:

- MCLE 2022-2024 Reporting Period Email Reminders
 - Email sent on 4/28/2025
- Draft MCLE materials for Licensed Legal Professionals
 - The NEWLY Licensed Legal Professional's Guide to Getting Started with Mandatory Continuing Legal Education (MCLE)
 - MCLE Quick Reference Guide
 - CLE Planning Template
- MCLE March 2025 Budget Summary
- WSBA AI Use Policy for External Parties

WASHINGTON STATE BAR ASSOCIATION

Full Name, License #

According to our records, as of 9:00 a.m. on April 28, you have failed to complete your 2025 License Renewal, and 2022-2024 MCLE compliance requirements. If you recently mailed a payment, we recommend you verify receipt online at <https://licensing.wsba.org>.

This is your final notice: All licensing and MCLE requirements must be *complete and received* by 4:30 p.m. PDT on May 5, and no certifications or payments will be accepted after that deadline. If you have not complied by 4:30 p.m. PDT on May 5, the Washington Supreme Court will receive a recommendation from the WSBA for suspension of your license to practice law (APR 17).

If your license is suspended, there will be additional costs and requirements associated with reinstating your license. If you are not practicing you may want to review other license status options such as [inactive status](#) or [voluntary resignation](#). Additional license status change information is available at www.wsba.org/statuschanges.

To complete outstanding items:

- Complete license renewal at <https://licensing.wsba.org>
- Complete MCLE compliance at <https://mcle.wsba.org>

For answers to any questions:

- Visit the Annual License Renewal webpage at www.wsba.org/licensing
- Visit the MCLE webpage at www.wsba.org/mcle
- Call the WSBA Service Center at 800-945-9722 or 206-443-9722
- Email licensing@wsba.org or mcle@wsba.org

Please note call wait times may be lengthy for several days immediately following the delivery of this email. We strive to return all calls and emails within two business days if not sooner.

Thank you for your immediate attention to this important matter.

The WSBA administers the licensing and renewal process for Washington licensed legal professionals on behalf of and under rules adopted by the Washington Supreme Court.

MCLE Quick Reference Guide

The Mandatory Continuing Legal Education (MCLE) rule [Admission and Practice Rule \(APR\) 11](#) gives you the opportunity to customize your continuing education to best meet your needs. You can take advantage of MCLE approved course subjects and activities to address important topics like lawyer-client issues, office management, personal and professional development, and stress management, in addition to the standard ethics and law and legal procedure subjects. Be sure to calendar your MCLE Deadlines; earn your credits by **Dec. 31** of the third year of your reporting period and certify credits by **Feb. 1** of the year following your reporting period. For more detailed information on activities and categories eligible for MCLE credit consult APR 11 (h-f).

Each three-year MCLE reporting period earn and certify the following:

6 Ethics Credits (including 1 Equity Credit)

Ethics credits can be earned by attending or presenting courses, writing, or participating in a structured mentoring program.

15 Law & Legal Procedure Credits

At least 15 credits must be earned from attending approved courses (live or recorded) in the subject of law and legal procedure.

24 Credits in Any Category

The remaining credits may be earned in the above categories, as well as in the subjects below:

- Professional development
- Personal development and mental health
- Office management
- Improving the legal system

Or by participating in approved activities, such as:

- Writing for a book, law review, or scholarly journal article for a recognized publisher of legal works
- Teaching or attending a Law School Course
- Providing pro bono legal services to a QLSP
- Judging law school competitions
- Participating in a structured mentoring program
- Participating as a law clerk tutor

45 total credits required (30 for LPOs and LLLTs)



Continuing Legal Education Planner

Name _____ Reporting Period _____

Note: All courses submitted for MCLE credit must meet the standards of approval as laid out in [Admission and Practice Rule](#) (APR) 11(h).

Enter your Credit Deadline: December 31, _____

Enter your Certification Deadline: February 1, _____

Below are some sample questions to consider when planning your MCLE schedule:

Have there been updates in the area(s) of law in which you practice? Do you wish to expand your knowledge to new areas of law? If so, what area(s)?

Are there meetings/conferences you attend on an annual basis? What are they?

Are there legal skills you need to hone? Which skills are they? (e.g., negotiation, presentation skills, communication skills)

Do you need an update on client related skills? If so, what skills? (e.g., client communication, working with interpreters, client interviewing techniques)

What areas do you require any updates or a refresher on related to ethics? (e.g., professional ethics and standards, practice management, marketing, data security, mental health and substance abuse, AI)

Are there specific areas relating to equity, inclusion, and the mitigation of bias in the legal profession that you would like to learn about? (e.g. disability and inclusion, implicit bias)

Do you need to hone your Professional Development or Office Management skills as it relates to the legal profession? If so, what specifically do you want to improve? (e.g., business development, technology, Computer/IT skills Personnel management, Time Management, Leadership, Career Development, Presentation Skills)

Continuing Legal Education Planning Worksheet

Enter your Credit Deadline: December 31, _____

Enter your Certification Deadline: February 1, _____

Knowledge, Skill, Practice Area to be developed	Priority	Credit Category (Law and Legal, Ethics, Ethics- Equity, Other)

YEAR 1 POTENTIAL CLE COURSES OR ACTIVITIES

[illegible]

YEAR 2 POTENTIAL CLE COURSES OR ACTIVITIES

[illegible]

YEAR 3 POTENTIAL CLE COURSES OR ACTIVITIES

[illegible]

The NEWLY Licensed Legal Professional's Guide to Getting Started with Mandatory Continuing Legal Education (MCLE)

☐ Step One: Familiarize yourself with Admission and Practice Rule (APR) 11

- Review [APR 11 on the Courts webpage](#).

Important MCLE Reporting Reminders

- To meet your MCLE requirements you must (timely) complete your credit requirements **and** certify your credits via the online certification process.
- You may earn a maximum of eight credits per calendar day.
- No credit will be given for an identical activity within the same reporting period.
- To receive reporting reminders, ensure that your contact information is accurate by logging to your myWSBA.org account.

☐ Step Two: Calendar Important Deadlines

Mark your calendar with your MCLE and Licensing deadlines. (Licensing is an independent annual process from MCLE. View licensing deadline and requirements [here](#). Your licensing requirements may be completed prior to certification).

MCLE Deadlines

- Earn credits by **Dec. 31** of the third year of your reporting period.
- Certify credits by **Feb. 1** of the year following your reporting period.

MCLE Late Fees

- A late fee will be assessed if you complete your credit requirements after **Dec. 31**, or if you certify after **Feb. 1**. The MCLE late fee starts at \$150 and increases in increments of \$300 for each consecutive late reporting period.

☐ Step Three: Login to the MCLE Online System

Login to the [MCLE Online System](#) account using the same credentials as myWSBA to determine your reporting period, view your earned credits and add credits to your transcript:

- You can verify that your credits are listed correctly, delete any duplicate listings, and add additional MCLE credits earned via the MCLE online system.
- Bookmark this page with detailed Instructions for the MCLE Site: <https://www.wsba.org/for-legal-professionals/mcle/mcle-for-lawyers>

☐ Step Four: Create a plan

Create a continuing legal education plan of detailing how you will earn all the required credits during your three-year reporting period. Consider the topics that will assist you in your current or future roles consider including topics such as office management or professional development. Consider using the "Continuing Legal Education Planner Template" to map out topics, credit amounts, and timeframe in which you plan earn CLE credits. Update the spreadsheet with exact view/participation dates and sessions attended after the CLE for your records.

☐ Step Five: Earn Credits

You may earn CLE credits by attending approved MCLE courses or activities. Review the [Ways to Earn MCLE Credit](#) on the MCLE webpage.

Key Reminders:

- Retain personal records of the credits you have earned.
- Be sure to document your view dates for any recorded CLE, and keep any certificates provided by CLE sponsors.

□ Step Six: Report your CLE credits

- Before starting a new activity application look for an approved Activity ID or search the MCLE system to see if someone has already applied for credit.
- CLE Sponsors will submit your attendance for Realtime (aka, “live” webinars or in-person) courses
 - Allow the CLE sponsor 30 days to report your attendance
- You must self-report attendance for recorded content (recorded audio/video content, podcasts...)
 - Use activity IDs provided by the CLE Sponsor to claim credit on a recorded activity
 - **Finding the Activity ID:** A number of major course providers will provide a certificate as proof of your course completion. These certificates often provide information that assists with reporting in Washington and may include our Activity ID for courses that are already approved in our system. A variety of terms are used to describe this approval code. Some of the most common terms include:
 - Jurisdiction Activity/Approval Code
 - Course/Activity Number
 - Reporting Number
 - Activity ID
 - State Course Number
 - Activity Number
 - Course Number
 - Approval Number

Applying for Credit

- Some activity types require you to submit an activity application for review. Such as writing, pro bono service, mentoring, law school courses, course preparation, law school competition, and law clerk tutoring credit.
- If a CLE sponsor does not apply for credit, you may submit your own activity application. Note: To be eligible for MCLE credit in Washington all credit must meet the standards of approval as laid out in APR-11(h). Including but not limited to APR 11 (h)(1): “A course must have significant intellectual or practical content designed to maintain or improve a lawyer’s, LLLT’s, or LPO’s professional knowledge or skills, competence, character, or fitness(.)”

□ Step Seven: Certify your transcript or Submit Comity from Oregon, Utah, or Idaho

- Certify your credits
 - At the end of your MCLE RP, you must certify your MCLE Transcript through the MCLE online system by attesting under penalty of perjury that the information provided on your MCLE transcript is accurate. Simply adding credits to your transcript is not enough for MCLE compliance.
- Submit a Comity Certificate

- The CLE requirements of Idaho, Oregon and Utah substantially meet Washington's CLE requirements. These states are designated comity states. Lawyers may certify with these rules in lieu of meeting Washington CLE requirements. Additional information regarding certification process via comity may be found here: [Certify By Comity \(ID, OR, UT\)](#)

□ Step Eight: Verify Compliance and Retain a Personal Record

- Once you have certified your transcript or submitted comity staff will need to review your submission.
 - If more information is needed it will be marked as incomplete,
 - or if your submission is complete your certification will be marked as approved.
- Carryover
 - APR 11 (c)(7): "Carryover Credits. If a lawyer, LLLT, or LPO completes more than the required number of credits for any one reporting period, up to 15 of the excess credits, 2 of which may be ethics and professional responsibility credits, may be carried forward to the next reporting period."
 - MCLE Board policy on Equity Carryover
 - Equity credit earned in excess of the reporting period requirement may be carried over as ethics credit in accordance with APR 11(c)(7), but a new equity credit must be earned in each reporting period.
- Once you have met all of your MCLE requirements (including earning and reporting credits, certifying an accurate and complete transcript, and paying any outstanding fees) you are compliant, congratulations! Begin at step one again.

Undue Hardship Petition

If you are experiencing and undue hardship you may petition the MCLE Board for an extension, modification, or waiver of the MCLE reporting period requirements. Per APR 11(i)(5), the Board shall "consider factors of undue hardship, such as serious illness, extreme financial hardship, disability, or military service, that affect the lawyer's, LLLT's, or LPO's ability to meet the education or reporting requirements." Email MCLE@wsba.org if you would like to submit a petition of undue hardship.

Washington State Bar Association

Statement of Activities

For the Period from March 1, 2025 to March 31, 2025

50% OF YEAR COMPLETE

	FISCAL 2025 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
MANDATORY CONTINUING LEGAL EDUCATION						
REVENUE:						
ACTIVITY APPLICATION FEE	600,000	64,300	368,100	231,900	61%	68,100
ACTIVITY APPLICATION LATE FEE	220,000	23,700	148,150	71,850	67%	38,150
MCLE LATE FEES	225,000	26,000	207,500	17,500	92%	95,000
ANNUAL ACCREDITED SPONSOR FEES	39,000	750	39,750	(750)	102%	20,250
ATTENDANCE LATE FEES	120,000	6,000	55,400	64,600	46%	(4,600)
COMITY CERTIFICATES	29,800	1,900	29,200	600	98%	14,300
TOTAL REVENUE:	1,233,800	122,650	848,100	385,700	69%	231,200
DIRECT EXPENSES:						
DEPRECIATION	142,183	12,012	72,072	70,111	51%	(981)
STAFF MEMBERSHIP DUES	500	-	500	-	100%	(250)
MCLE BOARD	4,000	18	1,010	2,990	25%	990
STAFF TRAVEL/PARKING	50	-	-	50	0%	25
STAFF CONFERENCE & TRAINING	4,600	-	-	4,600	0%	2,300
TOTAL DIRECT EXPENSES:	151,333	12,030	73,582	77,751	49%	2,084
INDIRECT EXPENSES:						
SALARY EXPENSE (4.78 FTE)	402,008	36,983	221,172	180,836	55%	(20,168)
BENEFITS EXPENSE	136,972	11,913	68,047	68,925	50%	439
OTHER INDIRECT EXPENSE	114,768	6,074	56,741	58,027	49%	643
TOTAL INDIRECT EXPENSES:	653,747	54,970	345,959	307,788	53%	(19,085)
TOTAL ALL EXPENSES:	805,080	67,000	419,541	385,539	52%	(17,001)
NET INCOME (LOSS):	428,720	55,650	428,559	161	100%	214,199

WSBA AI Use Policy for External Parties

As Artificial Intelligence (AI) and AI-based tools continue to develop every day and their potential risks and benefits mount, it's crucial that we anchor ourselves to our purpose: to serve the public and members of the Bar, to ensure the integrity of the legal profession, and to champion justice. We acknowledge that external parties may use AI to benefit their work with WSBA and this policy sets out requirements regarding that AI usage. Our responsible AI approach is our commitment to the ethical use of AI and aims to ensure that our AI usage aligns with our mission and values.

External AI Tools During Meetings/Events

- External parties (i.e., vendors, volunteers, meeting attendees) using an AI recording or notetaking tool **must** ask the staff liaison in advance (at the time the meeting is scheduled), so participants have a meaningful opportunity to decide whether to participate.
- **Failure to notify in advance:** If external parties fail to notify the staff liaison in advance, they **must** notify all event participants at the start of the meeting. Notice provided by the AI tool fulfills the notification requirements, i.e., "this meeting is being recorded."
- **Failure to notify:** Failure to provide this notification will result in the meeting's termination (if hosted by WSBA) or termination of WSBA's participation (if hosted by an external party).
- **AI tool as meeting participant:** If the AI tool is a meeting participant requesting entrance to a meeting, the meeting liaison must verify the identity of the individual who enabled the tool and notify all participants to get consent before letting the AI in.
- **No assigned staff liaison:** If no staff liaison is assigned, the external party **must** still notify WSBA invitees of the AI recording in advance, must provide WSBA access to the recording, and WSBA has the right to ask the external party to delete the recording at the external party's end.
 - o Failure to provide this notification or following these steps will result in the termination of WSBA's participation.

Consent on WSBA's behalf: Staff liaisons, on behalf of WSBA, may consent to a meeting being recorded, provided **no** sensitive or confidential WSBA information will be shared and/or discussed. Recording meetings with sensitive or confidential content is **prohibited**.

External AI Generated Content

We acknowledge that external parties may use AI to produce WSBA-business content. External parties should review these considerations to help ensure responsible and ethical AI use.

COMMUNICATION

- External parties need to cite the use of generative AI: reading or viewing AI content without noting its use can be jarring, misleading, and feel inauthentic.
- External presenters who submit potentially copyright materials (*i.e. CLE materials, committee presentation materials, etc.*) **must** disclose AI usage as follows:

WASHINGTON STATE BAR ASSOCIATION

- All images and videos created by any AI system must be attributed to the appropriate Generative AI system.
- If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
- All attributions should include the name of the AI system used and a HITL (human-in-the-loop) assertion (which should include the person who reviewed and edited the content).

Sample language: *Some material in this publication was generated using [insert AI tool] and was reviewed for accuracy by [insert name].*

CONSIDERATIONS

- BE WARY OF BIASED CONTENT

- Research indicates that algorithms can be biased against some groups, compounding systemic discrimination.
 - We want to ensure that these technologies do not harm vulnerable populations.
 - Think about how racial and ethnic minorities, women, non-binary, people with disabilities, or others could be portrayed or impacted by the content generated with AI assistance.

- ACCURACY

- While AI can rapidly produce clear prose, the information and content might be outdated, inaccurate, or even made up.
 - The user is responsible for verifying that the information is accurate by independently researching claims and content made by the AI tool (look for inaccurate details, including links and references to events or facts).
- There are also reputational and legal risks of relying on incorrect and biased information.
 - Monitor and verify outputs before using them, check sources, and be mindful about when generative AI use is inappropriate.

AI Use for Accommodations

If AI use is needed to accommodate a disability, the external party **must** notify the staff liaison in advance of the meeting. The staff liaison will then work with the Accommodations team to ensure proper measures are in place that also comply with this policy.