

**APPLICATION FOR APPROVAL OF STRUCTURED MENTORING PROGRAM**

1. Organization Name:		
2. Program Name:		
3. Address:		
4. Telephone Number:	5. Email Address:	
6. Type of organization (check one):	<input type="checkbox"/> Profit <input type="checkbox"/> Nonprofit <input type="checkbox"/> Government <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> Minority/Specialty Bar <input type="checkbox"/> Local Bar	
7. Is this in-house or on-the-job mentoring? <i>Note: In-house and on-the-job mentoring programs through your employer are not eligible for MCLE credit.</i>		___ Yes    ___ No
8. Does the program charge the mentee a fee for mentoring other than an administrative fee that is in an amount designed solely to defray administrative costs? <i>Note: The mentee is not permitted to pay the mentor for mentoring.</i>		___ Yes    ___ No

**The Structured Mentoring Program is intended to achieve the following:** (Check all that apply)

- Foster professionalism, civility and collegiality in the legal community;
- Bridge the gap for new and transitioning attorneys;
- Promote inclusion and eliminate bias with respect to the practice of law;
- Encourage personal development, including the need for healthy work-life balance and awareness of mental health, addictions, and stress issues;
- Encourage professional development, including insights into the practice of law;
- Support the community through public service; and/or
- Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Structured Mentoring Programs Minimum Requirements.** Approved Mentoring Programs must require mentors and mentees to:

- (1) Attend an orientation meeting for which MCLE credit is not earned;
- (2) Sign a mentoring agreement;

- (3) Create a personalized mentoring plan that includes meetings on approved course subjects under APR 11(f);
- (4) Have face-to-face mentoring meetings related to the approved course subjects under APR 11 (f). Face-to-face meetings can be in person or via electronic means of communication; and
- (5) Provide an evaluation of the mentoring experience to the organization. The forms or the information from the forms must be retained for two years and provided to the MCLE Board upon request.

**Goals of Approved Structured Mentoring Programs.** Approved Structured Mentoring Programs should:

- (1) Strive to appropriately match qualifying mentors with qualifying mentees;
- (2) Assist mentors and mentees in creating a mentoring plan that will best serve them in achieving their goals; and
- (3) Provide support as needed to help mentors and mentees fulfill their responsibilities.

**I certify that the structured mentoring program meets the requirements of APR 11 and the MCLE Board’s Standards for Approving Structured Mentoring Programs for MCLE Credit. Our organization will notify the MCLE Board if there are any changes to the structured mentoring program or if the program is terminated.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Title of Applicant

\_\_\_\_\_  
Date

**Please attach program materials and sample forms to be considered for approval.**

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*For Internal Use Only*

- Approved
- Denied Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_

**STANDARDS FOR APPROVING STRUCTURED MENTORING PROGRAMS FOR MCLE CREDIT**  
**Adopted by MCLE Board on August 9, 2024**

The MCLE Board will approve structured mentoring programs for MCLE credit that meet the requirements of APR 11 and the following requirements and standards:

1. **Purpose.** Structured mentoring programs are intended to:
  - a. Foster professionalism, civility and collegiality in the legal community;
  - b. Bridge the gap for new and transitioning attorneys;
  - c. Promote inclusion and eliminate bias with respect to the practice of law;
  - d. Encourage professional development, including insights into the practice of law;
  - e. Encourage personal development, including the need for healthy work-life balance and awareness of mental health, addiction, and stress issues; and/or
  - f. Support the community through public service.
  
2. **Structured Mentoring Program Standards.** The minimum structural standards for a program to be approved include facilitating and requiring the mentor and mentee to:
  - a. Attend an orientation meeting for which MCLE credit is not earned;
  - b. Sign a mentoring agreement;
  - c. Create a personalized mentoring plan that includes meetings on approved subjects under APR 11(f);
  - d. Have face-to-face mentoring meetings related to the approved course subjects under APR 11(f). Face-to-face meetings can be in person or via electronic means of communication; and
  - e. Provide an evaluation of the mentoring experience to the organization. The forms or the information from the forms must be retained for two years and provided to the MCLE Board upon request.
  
3. **Goals of Approved Structured Mentoring Programs.** Approved Structured Mentoring Programs should:
  - a. Strive to appropriately match qualifying mentors with qualifying mentees;
  - b. Assist mentors and mentees in creating a mentoring plan that will best serve them in achieving their goals; and
  - c. Provide support as needed to help mentors and mentees fulfill their responsibilities.
  
4. **Application for Approval of Structured Mentoring Program.** Organizations shall submit an application, program materials and sample forms to the MCLE Board to be considered for approval.

5. **Self-Directed Structured Mentoring Programs.** Mentors and mentees wishing to develop their own mentoring relationship and attain MCLE credit for mentoring may do so through the Self-Directed Structured Mentoring Program Guide available at <https://www.wsba.org/for-legal-professionals/mcle/mcle-credit-for-mentorship>.
6. **Eligibility.** The mentor and mentee shall not be employed by the same employer. Those using the WSBA provided “Self-Directed Mentoring Program Guide” must mentor active members of the WSBA to obtain MCLE credits.
7. **Mentor Eligibility.** The mentor must be an active member of the WSBA in good standing and have been admitted to the practice of law in Washington for at least five years.
8. **Mentee Eligibility.** To be eligible, the mentee must:
  - a) be an active member of the WSBA; or
  - b) be an inactive member of the WSBA who intends to return to active status within one year; or
  - c) be a J.D. graduate seeking admission in Washington; or
  - d) be an enrolled law student who has successfully completed not less than one third of a law school’s prescribed 3-year course of study or 16 months of a law school’s prescribed 4-year course of study; or
  - e) be an enrolled law clerk who has successfully completed not less than 16 months of the law clerk’s program prescribed 4-year course of study; or
  - f) have completed the APR 6 law clerk program.

Prior to commencing a mentoring relationship under this policy, mentees who are inactive members, law school students, or participating in the law clerk program must certify in writing their intention to complete all steps to obtaining an active WSBA license by signing the MCLE Board mentoring agreement.

9. **MCLE Credit for Participation.** Mentors and mentees may earn one MCLE credit per each 60 minutes during which they held mentoring meetings and covered topics or issues related to the approved course subjects under APR 11(f). Law and Legal Procedure credits may not be earned through mentoring. There are no limits on the number of MCLE ethics and “other” credits attorneys may earn and attorneys may participate as often as they wish. The mentor may not receive payment for the mentoring time.