

## INFORMATION FOR SPONSORS OF MCLE ACTIVITIES IN WASHINGTON

Thank you for registering as a sponsor of mandatory continuing legal education in Washington. The Washington Supreme Court's MCLE Board oversees MCLE in Washington. The WSBA administers MCLE for Washington licensed legal professionals on behalf of and under rules adopted by the Washington Supreme Court. In Washington, there are three primary types of licensed legal professionals: lawyers, limited license legal technicians (LLLTs) and limited practice officers (LPOs). All approved activities and credits apply equally to all licensed legal professionals.

### APR 11 – The MCLE Rule

As a sponsor of MCLE you must abide by the requirements and standards set forth in Rule 11 of the [Washington Supreme Court's Admission and Practice Rules \(APR 11\)](#). Please pay particular attention to the following sections of APR 11:

- (e) Approved Activities
- (f) Approved Course Subjects
- (g) Applying for Approval of an Activity
- (h) Standards of Approval
- (j) Sponsor Duties

### Reporting Periods and Credits

- Washington has **three-year reporting periods**, with one-third of the licensed legal professionals certifying compliance each year.
- One credit in Washington is equal to 60 minutes.
- The total number of credits required for each reporting period is:
  - 45 for lawyers
  - 30 for LLLTs
  - 30 for LPOs
- Washington has three types of credits that can be earned:
  - **Law and Legal Procedure (Law & Legal)**: All licensed legal professionals are required to obtain at least **15 Law & Legal credits** in each three year reporting period.
  - **Ethics and Professional Responsibility (Ethics)**: All licensed legal professionals are required to obtain at least **6 Ethics credits** in each three year reporting period.
  - **Other credits**: There is no requirement to earn other credits, but credits can be earned to count toward the total credit requirement in the following subjects as defined in APR 11(f):
    - Professional Development
    - Personal Development and Mental Health
    - Office Management
    - Improving the Legal System
    - Nexus Subject



### **Fees and Deadlines**

- \$100 application fee for each activity
- submit applications no later than 15 days prior to the start or availability of the activity
- there is a \$50 late fee if applications are not submitted on time
- report attendance no later than 30 days after the conclusion of any live activity (recorded activity attendance is reported by the licensed legal professional)
- there is a \$50 late fee if attendance is not submitted on time

### **Government Agency & Non-Profit Organization Sponsors**

- there is no application fee when a course is offered for free by a government agency or non-profit organization (late fees still apply)

### **Online MCLE System**

You can update your contact information, apply for approval, and report attendance using the online MCLE system at <https://mcle.wsba.org>.

**Standards for Approval** - For a full list of requirements please see [APR 11\(h\)](#).

To be approved for MCLE credit, all courses, and other activities to the extent the criteria apply, must meet all of the following criteria. The activity or course:

- must be submitted with a detailed agenda and faculty information;
- must have written materials in either electronic or hardcopy format that must be distributed to all attendees before or at the time the course is presented;
- must be open to audit by the Bar or the MCLE Board at no charge except in cases of government-sponsored closed seminars where the reason is approved by the Bar;
- must **not** have attendance restrictions based on race, color, national origin, marital status, religion, creed, gender, age, disability, or sexual orientation;
- must separate any marketing materials from the written subject matter materials;
- must **not** have any presenters, teachers, or panelists engage in marketing during the presentation of the course;
- must be at least 30 minutes in duration;
- must **not** focus directly on a pending legal case, action, or matter currently being handled by the sponsor if the sponsor is a lawyer, LLLT, or LPO, private law firm, corporate legal department, legal services provider, or government agency;
- must have qualified presenters either by practical or academic experience or expertise in the subjects presented and not disbarred from the practice of law in any jurisdiction; and
- 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.

**Sponsor Duties** – For a full list of sponsor duties please see [APR 11\(j\)](#).

- Do not advertise course credit until the course is approved by the Bar but may advertise that the course credits are pending approval by the Bar after an application has been submitted.
- Provide each participant with an evaluation form to complete.



- Do not state or imply that the Bar or the MCLE Board approves or endorses any person, law firm, or company providing goods or services to lawyers, LLLTs, or LPOs, or law firms.
- Communicate the type and number of credits the activity is approved for.
- Keep attendance records for 6 years and make available to the WSBA upon request.
- Keep evaluation forms for 2 years and make available to the WSBA upon request.
- Keep course materials for 4 years and make available to the WSBA upon request.

### **Submitting an Activity for Review and Approval**

1. From the Sponsor Dashboard page, click the green button “Create New Activity”.
2. Select the course type and fill out the required fields. You must attach a detailed agenda that includes the start and end times of all sessions and breaks.
3. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
4. If more information is needed, the activity will be flagged as “Incomplete” and will appear on your MCLE Dashboard. Click on the Activity ID number and review the “Comments & Communication” panel to view instructions from the MCLE Team.
5. If the application is approved, please remember to report attendance online no later than 30 days after the end date of the activity.

### **Repeating an Identical Course (Duplicate)**

A sponsor is not required to pay an application fee for offering an identical course if the original course was approved and the identical course is offered less than 12 months after the original course.

1. From the Sponsor My Activities page, find the Activity ID for the activity you wish to duplicate. *Alternatively, you can also search for the course by clicking on “Search My Activities” from the left-hand navigation.*
2. Click on the activity ID to view the activity details page.
3. Scroll to the bottom of the page and select the target duplicate activity as Live Activity or Recorded Activity.
4. Then click the “Duplicate this Activity” button.
5. On the activity details page, fill out the required fields and update the attached agenda. You may need to edit some fields (date, location, credits, et cetera).
6. Read and check the Agreement and Understanding of Sponsor Duties check box.
7. Click Submit.



### Reporting Attendance

You must report attendance for live courses no later than 30 days after the activity to avoid a late fee. If **LLTs or LPOs** attended the course, please email the names and license numbers to [mcle@wsba.org](mailto:mcle@wsba.org) with the activity ID number. You must report **lawyer** attendance online by following these steps:

1. On your Dashboard is a panel for “My Attendance Not Yet Submitted.” To view all activities requiring attendance, click “View All.” *Alternatively, you can search for the course by clicking on “Search My Activities” from the left-hand navigation.*
2. Click on the activity ID to view the activity details page.
3. Scroll to the bottom of the page and click the “Activity Attendance” button.
4. On the Attendance page, you will see two methods to enter attendance: (1) To enter attendance for one lawyer at a time, type in the lawyer’s license number, edit their total credits, and click “Add.” (2) To report attendance using a spreadsheet, download the available template, enter all attendance data in the spreadsheet, and upload the MS Excel file by clicking “Upload Attendance.” The file should begin to process immediately.
5. Once all lawyers have been entered, click the “Submit” button and if submitting late, proceed to the payment page by clicking on the “Pay” button. *Please note that attendance will not be posted until payment is processed.*
6. Repeat Steps 1-4 to view the list of reported attendance or edit attendance entries. To make changes to a lawyer’s credits, update the credits in the open credit fields and click “Save All.” Lawyers will receive an auto-generated email notification each time their attendance is submitted or edited.

### Credit Rounding Table

MINUTES		DECIMAL		CREDITS
FROM	TO	FROM	TO	ROUND TO
0:00	0:07	0.00	0.12	0.00
0:08	0:22	0.13	0.37	0.25
0:23	0:37	0.38	0.62	0.50
0:38	0:52	0.63	0.87	0.75
0:53	1:00	0.88	1.00	1.00

If you have any questions or need assistance, please contact a member of our MCLE Team at:

MCLE Team  
 Washington State Bar Association  
 1325 4<sup>th</sup> Ave Ste 600  
 Seattle, WA 98101-2539

Phone: 206-733-5987  
 Email: [mcle@wsba.org](mailto:mcle@wsba.org)  
 Website: [www.wsba.org/mcle](http://www.wsba.org/mcle)

