

MCLE ONLINE SYSTEM GUIDE FOR LAWYERS

MCLE Requirements

This web system has been designed from the ground up based on amendments to Washington Supreme Court Admission and Practice Rule (APR) 11 effective January 1st, 2016.

Each lawyer must complete 45 credits of approved continuing legal education by December 31 of the last year of their reporting period with the following requirements:

- At least 15 credits must be in approved courses in the subject of **Law and Legal Procedure**
- At least 6 credits must be in approved courses in the subject of **Ethics and Professional Responsibility**
- The remaining 24 credits may be in the above categories or **Other** approved subjects such as: Professional Development, Personal Development and Mental Health, Office Management, and Improving the Legal System. Credits may also be earned in approved activities such as mentoring, course preparation, and pro bono service.
- There is no live requirement. All courses may be taken online or as a recorded format.

Getting Started

Login

Login Page: <https://mcle.wsba.org/>

To log into your MCLE account you will need your username and password. Your username is your license number and the password is the same as your [mywsba](#) account password. Type each of these into their respective fields and click the *Login* button. This will take you to the *My Dashboard* page.

Password Reset

If you have forgotten your password, click the *Forgot Password* link on the login page. This will prompt you to enter your username and email address and then click *Submit*. Once your information is validated, click *Reset Password* to generate a password reset email. Check your email and click the link provided.

My Dashboard

Your MCLE Dashboard provides a quick overview of your current reporting period.

Basic information provided on the Dashboard includes:

- Current Reporting Period Summary
- Outstanding fees (if any)
- Current Reporting Period Roster of Activities

You can navigate the MCLE Online System via links on the left side of the screen and tabs on the upper right side of your screen. The left side provides page specific links to your WSBA profile, payments, compliance history, Add an Activity, Request Comity Certificate, and Submit Comity Certificate. On the upper right side, these tabs are consistent on each page in the system and can quickly navigate you to My Dashboard and My Activities.



My Profile

Selecting *My Profile* from the left side menu will take you to www.mywsba.org where you can log in to access your WSBA lawyer profile.

My Payments

Selecting *My Payments* from the left side menu will take you to the pending payments screen. From here you can satisfy any pending payments or select the *Payment History* to view all past payments and previous receipts made through the MCLE Online System. *Pending Payments* will include any pending late fees or comity fees. *Payment History* will include all past payments made through the MCLE Member System.

My Compliance History

Selecting *My Compliance History* from the left side vertical menu will take you to your past MCLE reporting periods. Each one is reviewable for past certified activities and MCLE compliance information. By selecting a reporting period, you can see the details of that reporting period.

My Activities

Selecting *My Activities* on the upper right navigation tabs will take you to a list of activities that you have created and submitted for review. From here you can review all of the activities you created in the current reporting period.

Note: The list of activities for which you are receiving credit are on your MCLE Roster located on your Dashboard.

Using Find CLEs

This tool allows you to search for current and upcoming activities. After you select *Find CLEs* on the left panel, you will be on the Activity Search page. From here you can search for any approved activities. On this page you can either search by the exact Activity ID, if it is known, or you can search by more general information such as Title, Sponsor Name, Location, and/or Date.

Adding Activities

There are two ways to add an activity to your roster. The first is to select *Add an Activity* from the top of your dashboard. The second is to select the *My Activities* tab from the Dashboard and then select *Add an Activity* from the left side menu. Both of these will bring you to the Add Activity page. From here you select the type of activity you wish to add to your roster. For some activities you will need to search our approved CLE listing before proceeding.

Adding a Live Course, Recorded Course, or Law School Competition Activity

Select the *Live Course, Recorded Course, or Law School Competition* button from the Add Activity screen. This will prompt you to search for the activity as it may already have been reported by a sponsor or fellow lawyer. You can search by Activity ID or by specific Activity Details. For the Activity Details search, you can use keywords for the title, sponsor name, et cetera. For Recorded Courses the date fields are for the date of recording, not your viewing date.

After entering your search criteria and selecting "Search" at the bottom of the screen, a list of possible activities will be provided. You can select the correct one by clicking the Activity ID. This will take you to the specific activity. Claim the correct credits for which you attended this activity in the "Credits Claimed" fields, enter the dates you viewed the activity (only if a Recorded Course) and click the "Submit" button at the bottom of the page. You will receive a confirmation message at the top of your screen stating, "The activity has been added to your roster."



If you did not find your activity, select *Create New* at the bottom of the page and proceed to next section of this guide.

Creating a New Live Course, Recorded Course, or Law School Competition Activity

After having completed a search and not found the activity you are looking for, you can create a new one by clicking “Create New” from the bottom of the search results page. You will need to input the details of the activity that you attended and attach Agenda & Faculty information. You may provide any additional information to the MCLE team via the Comments and Communication panel on this same page.

Once you have done this, click the “Submit” button at the bottom of the page. You will receive a message at the top of page confirming your activity was submitted.

Adding All Other Types of Activity

Select the appropriate button from the Add Activity page. This will include:

- Law School Course
- Course Preparation
- Law School Teaching
- Mentoring Program
- Pro Bono Service
- Writing Credit

This will prompt you to enter the details for the specific activity. Please complete all required fields and upload any requested documents.

Once you have done this you can click the *Submit* button at the bottom of the page. You will receive a message at the top of page confirming your activity was submitted. Please see the “Review and Approval of Activities” below for the last step of this process.

Review and Approval of Activities

After submitting an activity for review, it is queued in the order it was submitted. An MCLE Analyst will review and either approve, deny or request more information as appropriate under APR 11. If an activity is marked denied, incomplete, or approved, you will receive an email notification. For incomplete activities, you will be prompted to login and respond to requests listed out in the communications panel of the specific activity.

Requesting a Comity Certificate

You can request and pay for a Washington comity certificate of compliance for use in Idaho, Oregon and Utah. The service fee for this is \$25. In order to request a Washington comity certificate of compliance, you must have reported your MCLE compliance to the WSBA using certified credits. Please note a comity certificate is valid for six months from the date of issue.

Select the *Request Comity Certificate* on the left side of the screen. Select the *Request Comity* button. Next, you will be prompted to pay for the comity certificate. You may do so via credit card, check or electronic funds transfer (EFT). If you choose to pay via credit card there will be a 2.5% non-refundable transaction fee charged by our service provider. There is no transaction fee if you print an invoice and mail in your check or if you pay via EFT. After payment is received you will be able to download and print your certificate.



Certification

How to Certify

Once license renewal starts and you have submitted sufficient credits, you can certify your roster and complete your MCLE compliance. You can do this from My Dashboard. Begin by reviewing your roster of courses to ensure all activities have been reported accurately. Submit your certification by checking each box in the Certify column (or the master box at the top of this column), agreeing to the certification statement by checking the box next to it, and clicking the “Certify” button. An MCLE Analyst will typically review your submission within two weeks. Once your submission has been reviewed you will receive an email either confirming your compliance or requesting your attention.

You can also certify activities that are pending accreditation review. This is done with the understanding that should the course not be approved for credit your certification may be incomplete.

Incomplete Certification

If your submitted certification is marked incomplete, you will receive an email requesting you to return to your Dashboard on the MCLE Online System and review the comments listed by the MCLE Analyst. The comments will be below the roster on your Dashboard. Please follow the instructions and resubmit your certification.

Certify by Comity

If you are a lawyer in the Utah, Oregon, or Idaho state bar and you are compliant via MCLE credits in those states then you can submit a comity certificate from one of those states to the WSBA to satisfy your Washington MCLE requirements. Any submitted certificate must be less than 6 months old from the date of issue. There is a \$25 submission fee for comity certificates.

You can submit a comity certificate on the MCLE Online System via My Dashboard. On the left side of the page you will see a Submit Comity Certificate link. Click this link and upload a copy of the certificate, complete the required fields and click Submit. You will then need to submit payment via the website or print an invoice and mail a check. An MCLE Analyst will review your comity certificate once payment is received. Once your submission has been reviewed you will receive an email stating the submission was accepted and you are compliant or your submission is incomplete and requires your attention.

