

Information on 2024 MCLE Compliance Reporting

DEADLINES:

- All credits must be completed by midnight on April 30, 2024.
- Your completed, electronically certified compliance report must be submitted online by midnight on May 31, 2024.

FREQUENTLY ASKED QUESTIONS:

1. **Do I have to complete access to justice credits?** No. Members in a three year reporting period ending April 30, 2024 are not required to complete access to justice credits. However, if you are a new admittee who's first MCLE reporting period ends April 30, 2024, you must complete a three-credit introduction access to justice course.
2. **Is there a requirement for mental health/substance use credit?** Yes. All members must complete 1 mental health/substance use credit during each reporting cycle. For accreditation for mental health/substance use credit, the program must instruct attorneys on issues of mental health, substance use or cognitive impairment that can affect an attorney's ability to practice law.
3. **Are the professional responsibility credits (legal ethics, abuse reporting, mental health/substance use, and access to justice) part of or in addition to the minimum requirement?** The professional responsibility credits are included in your minimum requirement.
 - **If your three-year reporting period ends April 30, 2024**, your minimum requirement is 45 credits INCLUDING 5 legal ethics, 1 mental health/substance use, and 1 abuse reporting credit.
 - **If your first reporting period after reinstatement ends April 30, 2024**, your minimum requirement is 15 credits INCLUDING 2 legal ethics and 1 mental health/substance use credit.
 - **If your first reporting period after admission ends April 30, 2024**, your minimum requirement is 45 credits INCLUDING 9 practical skills (4 must be Oregon practice and procedure), 2 legal ethics (1 must be Oregon ethics), 1 mental health/substance use, and a 3 credit introductory access to justice course.
4. **Can I include programs on my report that have not been accredited in Oregon?** No. If a program you attended has not been accredited in Oregon, you must apply for accreditation. The application is on our website at www.osbar.org. The only exception is if you are an out of state attorney (see number 9 below).
5. **How do I know if a program has been accredited in Oregon?** All accredited programs are listed on our searchable program database on our website.

6. **Can access to justice credits be counted as ethics credit?** No. Access to justice credits cannot count as ethics credits and ethics credits cannot count as access to justice credits. You can, however, count extra access to justice and ethics credits toward your total minimum credit requirement.
7. **Why are some of the activities that I completed not posted to my transcript?** Program sponsors are required to report attendance within 30 days of the program. However, it is the bar member's ultimate responsibility to report their CLE credits. Follow these steps to add activities to your transcript:
 1. Log on to your Member Dashboard on the OSB website.
 2. Click on the MCLE Reporting tab.
 3. Click "Add Activity to Transcript."
 4. Click on the type of activity you would like to add to your transcript.
 5. If you clicked on "accredited group course," find your course in the database and click on it. Then answer the questions regarding whether you completed all of part of the program.
 6. If you are adding a different type of activity to your transcript, click on that activity type and follow the instructions for entering your activity and credit information.
8. **If I am an active member in a jurisdiction with which Oregon has established MCLE compliance reciprocity (currently Washington, Idaho and Utah), do I have to submit a completed compliance report?** You may comply with Oregon's MCLE requirements by completing the abuse reporting credit by April 30, 2024 and submitting a current Comity Certificate of MCLE Compliance from WA, ID or UT. Log on to your Member Dashboard on the OSB website to submit your Comity Certificate and post your abuse reporting credit to your transcript.
9. **If I am an out-of-state member but not in Washington, Idaho or Utah, do I have to submit a completed compliance report?** Yes. You must meet the Oregon MCLE requirements. If the activities you attended have not been accredited in Oregon, you must provide information showing that the activity has been accredited for CLE in another jurisdiction. This can include certificates of attendance, brochures describing the program content and schedules, and evidence of accreditation in another jurisdiction. You can add your out of state credits to you transcript by logging on to your MCLE Dashboard on the OSB website. However, note that some jurisdictions require only 50 minutes of instruction for 1 CLE credit, whereas Oregon requires 60 minutes of instruction for 1 credit. Credits from 50 minute states will not transfer to Oregon 1:1. You must complete all of your credits, including your out of state credits by April 30, 2024 and certify and submit your compliance report by May 31, 2024.
10. **What is the deadline to complete my credits and submit my report?** All credits must be completed by midnight on April 30, 2024. Your completed compliance report must be electronically certified and submitted by midnight on May 31, 2024. To certify and submit your

compliance report, log on to your Member Dashboard on the OSB website, click on the MCLE Reporting tab and click “MCLE Transcript.” Scroll to the bottom of your transcript where you will find the certification language and submit button.

11. **If I am not practicing law, do I need to comply with the MCLE rules?** If you are an active member of the Oregon State Bar, you are required to comply with the MCLE rules.
12. **How do I view my compliance report online?** Go to www.osbar.org and log on to your account. Click the “MCLE Reporting” tab on your dashboard.
13. **Can I complete my credits by screening CD, MP3 downloads, etc. of accredited programs?** Yes, provided the original program date is less than three years prior to the screening date.
14. **Can I re-screen a program I screened during my last reporting period?** No. Pursuant to MCLE Rule 5.16(d), you cannot claim credit for a CLE activity for which you have already obtained CLE credit.

If your question has not been answered, please call the MCLE Department at 1-503-620-0222 ext. 368 or toll free at 1-800-452-8260, ext. 368. If you prefer, you can email your questions to mcle@osbar.org.