

# MCLE Compliance Report Instructions

## for members whose reporting period ends 12/31/2018

### NOTICE!

**You must complete your MCLE requirements by midnight on December 31, 2018.**

**Compliance reports must be filed on or before 5:00 p.m. on January 31, 2019.**

See MCLE Rules 7.4, 7.5, 7.6 and Regulation 7.200 regarding noncompliance and cure. Reports may be submitted via email to [mcle@osbar.org](mailto:mcle@osbar.org).

### GENERAL INSTRUCTIONS

Your Compliance Report includes a transcript of accredited programs you attended during your reporting period. It does not include programs that were not accredited by the OSB or for which attendance information was not provided.

The [itemization page](#) is a blank form on which you list the other accredited Category 1 activities that have not been posted to your transcript. For all Category 2 and 3 activities, please use [this itemization page](#) to report them.

Before returning your compliance report, please do the following:

- Complete the itemization pages if necessary (you may use your own letter-size spreadsheet if it contains all of the same information in the same format). **The itemization pages should not include any activities already listed on the transcript.**
- Transfer the totals from the itemization pages to the last page of your compliance report (above the signature block).
- **Attach** the itemization pages or your spreadsheet(s) (letter size only).
- **Sign** your report and return it to the MCLE office on or before January 31, 2018. **Electronic signatures are not accepted.**

We will confirm receipt and processing of your report by email.

### REPORTING YOUR CREDITS

MCLE Credits may be claimed ONLY for programs that have been accredited by the OSB MCLE Program Manager.

If you are not sure whether a program has been accredited in Oregon, check our [searchable database of accredited programs](#). Individual members may seek accreditation for programs by submitting [Form 2](#).

The [itemization page for Category I activities](#) is for listing accredited programs you completed that are not already posted to your compliance report. **Do not send screening logs or attendance records.**

For each program or activity, indicate the number of general, ethics, practical skills, abuse reporting, or access to justice credits for which the program was approved.

The [itemization page for Category II and Category III activities](#) is for listing other CLE activities, including teaching, research and writing, service on certain OSB committees, and certain other volunteer activities. No accreditation application is required for these activities. See MCLE Rules 5.7 thru 5.13, and 6.1 and Regulations 5.200, 5.300 and 7.100.

New Address? Please use the bar's website to keep the information current in your bar record. Login to your account at [www.osbar.org](http://www.osbar.org) and follow the links under Manage Your Profile.

## REPORTING FOR THE FIRST TIME?

If you are reporting your CLE credits for the first time, as a part of your 15 credit minimum requirement, **you are required to complete a 3- credit introductory course in access to justice.** [Click here](#) for a list of introductory courses in access to justice. **You are also required to complete 1 Oregon ethics and 4 Oregon practice and procedure credits.** Here is a list of programs accredited for Oregon ethics and Oregon practice and procedure:

<https://www.osbar.org/docs/mcle/NewAttorneyCourseList.pdf>

## MEMBERS IN A 3-YR REPORTING PERIOD

If you are in a three-year reporting period, you are required to complete a total of 45 credits including 5 legal ethics, 1 abuse reporting and 3 access to justice credits during this reporting period. ([MCLE Rule 3.2 and Regulation 3.300\(d\)](#)).

## OUT-OF-STATE MEMBERS

If you are an active member in **Washington, Idaho or Utah**, you may comply with Oregon's requirements by attaching a Comity Certificate of MCLE Compliance from Washington, Idaho or Utah to your Oregon compliance report AND completing one elder abuse reporting credit. See [MCLE Rule 3.4\(a\) and Regulation 3.200](#).

If your principal office is in any other jurisdiction you must meet the Oregon requirements, including the elder abuse reporting credit. See [MCLE Rule 3.4\(b\) and Regulation 3.100](#).

## RECORD KEEPING

Please see MCLE Rules 7.2(a), 7.3 and Regulation 7.100 regarding recordkeeping and audits.

## STATUS CHANGES

If you are considering a change in membership status that will exempt you from the MCLE requirement (inactive, suspended, resigned or retired) the change must be completed by December 31, 2018. For information on status changes, [click here](#).

## CONTACT US

MCLE Office:

(503) 431-6368 or

(800) 452-8260, ext. 368 (in Oregon)

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