OSB Section CLE Attendance Reporting Instructions

MCLE Rule 4.6 requires sponsors to report attendance to OSB within <u>30 days</u> of the completion of the program. Note: CLE attendance <u>must</u> be reported by the same person who submitted the Section Accreditation Application (applicant).

OSB Sections may report attendance using one of these two methods:

Option 1 – The Section may post attendance *at no cost* by following these steps:

1. Applicant will log in to their OSB Dashboard
2. Click on MCLE Dashboard
3. Click on Report Attendance (Sponsors Only)
4. Find the program by typing the Event ID number or a Keyword from the program title in the Event Search box
5. If the program was both live and recorded, select whether you wish to post attendance for the live or recorded program
6. If you are posting credits for a recorded program, enter the member's completion date
7. Adjust the credits to match the credits actually earned by the member
8. Enter the member's 6-digit Bar Number in the Bar Number field
9. Press ENTER to add this program to the member's transcript
10. Repeat for each member who attended this program

> "Added" means these credits were added to this member's transcript.
> "Duplicate" means these credits were already reported for this member.
> "Member Not Found" means an incorrect or incomplete Bar number was entered.

Option 2 - OSB will post your attendance for a fee of $1 *per credit earned, per member*:

Email your attendance report to mcle@osbar.org with the following information:

1. OSB Section name
2. Program title
3. Event ID number as indicated in the OSB Program Database
4. Original program date
5. First and last name of each OSB member who earned credits from the activity
6. 6-digit OSB number for each member listed
7. The number and types of credits earned by each OSB member
8. Date of credit completion for each OSB member