

## **2022 MCLE REPORTING INSTRUCTIONS FOR FIRST TIME REPORTERS**

**These instructions apply to you if you were admitted in 2020 or 2021; AND  
your reporting period ends on April 30, 2022**

- You are required to complete a minimum of **15 credits, including 9 practical skills (4 of which must be Oregon practice and procedure), 2 legal ethics (one of which must be Oregon ethics), 1 mental health/substance use, and a 3 credit introductory access to justice course.**
- If you practiced in another jurisdiction for 3 consecutive years immediately preceding your admission in Oregon, you may submit a written request to the MCLE Program Manager to waive your practical skills credit requirement.
- All required **credits must be completed by midnight on April 30, 2022.**
- Your completed compliance report must be **electronically certified and submitted by 5:00 p.m. on May 31, 2022.**

### **To view your MCLE transcript:**

1. Log on to your [Member Dashboard](#) on the bar website
2. Click the “MCLE Reporting” tab
3. Click the “MCLE Transcript” button.

Review your transcript and make any necessary deletions or edits using the “Edit” and “Delete” buttons.

If your transcript is incomplete, complete the required credits and add them to your transcript by clicking the “Add Activity to Transcript” button. **Please add all categories of CLE activities to your transcript.** We will not accept paper or email addendums to your report.

### **To find programs that include the types of credits you need:**

Here is a link to our program database where you can search for accredited programs by credit type: <https://hello.osbar.org/MCLE/Search/Accreditation>

### **PRACTICE TIP:**

Many new Oregon attorneys choose to complete the PLF Learning the Ropes program. Learning the Ropes 2019 or later will satisfy all of the MCLE requirements for your first reporting cycle. To gain free access to Learning the Ropes, visit the [PLF website](#) or call 503-924-4175.

**To submit your MCLE transcript:**

Once you have met your minimum CLE requirements, you will be prompted, at the bottom of the transcript, to **electronically certify and submit your report**.

We are now exclusively using our online MCLE reporting system. If you require an ADA accommodation to report your MCLE, please contact the MCLE Program Manager or the OSB General Counsel.

If you have an **administrator** in your organization who you would like to have access to your MCLE transcript online, please complete and submit the [Company Administrator Agreement](#). Your administrator can make changes to your report for you, but attorneys must personally review, certify and submit their compliance reports by 5:00 p.m. on May 31, 2022.

**NEW LAWYER MENTORING PROGRAM:**

The New Lawyer Mentoring Program (NLMP) is a mandatory program for all new Oregon lawyers, unless they have practiced for at least two years in another jurisdiction. While the work you do as a part of the NLMP does provide six MCLE credits, it does NOT provide any MCLE credit for your first reporting period. Those six credits are part of your first three-year reporting cycle. If you have any questions about the NLMP, please contact its administrator, Cathy Petrecca at [cpetrecca@osbar.org](mailto:cpetrecca@osbar.org) or 503-431-6355.

If you have any questions, visit the [MCLE Home page](#) on the bar website or contact the MCLE Department at [mcle@osbar.org](mailto:mcle@osbar.org) or 503-431-6368.

Kind regards,

Jade Priest-Maoz

MCLE Program Manager