

2020-2021 MCLE REPORTING INSTRUCTIONS FOR
OUT-OF-STATE OREGON BAR MEMBERS

NOTE: These instructions are for out-of-state attorneys in non-reciprocal states (If your primary location is in WA, ID or UT, please see the instructions for attorneys in reciprocal states).

- Although your practice is located outside of Oregon, you are required to complete your Oregon MCLE requirements. You are required to complete a minimum of **45 credits, including 5 ethics, 1 abuse reporting, 3 access to justice and 1 mental health/substance use credit** during your 3 year reporting cycle. If you are in a shorter cycle because you are a new Oregon bar member or were recently reinstated, your requirements will be different, as noted on your transcript.
- **You can report out of state credits to Oregon and they will count toward your MCLE requirements in Oregon as long as you have completed those credits during your Oregon reporting cycle.** (See reporting instructions below)
- All required **credits must be completed by midnight on April 30, 2021.**
- Your completed compliance report must be **electronically certified and submitted by 5:00 p.m. on May 31, 2021.**

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 online. We will not accept paper or email addendums to MCLE transcripts.**

How to add out-of-state credits to your Oregon MCLE transcript:

Follow these steps to post out-of-state credits to your Oregon 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.
4. Click the “Add Activity to Transcript” button.
5. Click on “Out-Of-State Credits.”

When reporting out of state credits to Oregon, you must upload documentation showing that:

1. the hours were accredited in another jurisdiction, **AND**
2. you completed the credits during your Oregon reporting cycle.

Note that some states only require 50 minutes of instruction for 1.0 CLE credit and Oregon requires 60 minutes. If you are reporting credits from a 50 minute state, your credits will **not** transfer 1:1 to Oregon. In that event, you must multiply your number of out of state credits by 50 and then divide by 60 to calculate the number of credits to report in Oregon.

PRACTICE TIP:

How to find additional courses you need to meet your Oregon MCLE requirements:

You will probably not be able to meet all of your Oregon MCLE requirements with your out-of-state credits. For example, you will probably only find an Oregon abuse reporting program in Oregon and not all states offer mental health/substance use, access to justice and other specialty credit types. 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>

To submit your MCLE transcript:

Once you have met your minimum CLE requirements, you will be prompted 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 a **firm administrator** 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, 2021.

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

Kind regards,

Jade Priest-Maoz

MCLE Program Manager