

## **2022 MCLE REPORTING INSTRUCTIONS FOR OUT-OF STATE MEMBERS OF RECIPROCAL STATE BARS (WA, ID, UT)**

- Although your practice is located in Washington, Idaho or Utah, you are required to complete your Oregon MCLE requirements. **If you are in compliance with the MCLE requirements in WA, ID or UT, you can comply with your MCLE requirements in Oregon by:**
  1. **Uploading your Comity Certificate of MCLE Compliance in WA, ID or UT; PLUS**
  2. **Posting the 1.0 required Oregon abuse reporting credit to your Oregon MCLE transcript.**
- 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, including your Comity Certificate and your abuse reporting credit.** We will not accept paper or email addendums to MCLE reports.

### **PRACTICE TIP:**

#### **To find a course that will meet your Oregon Abuse Reporting credit requirement:**

Here is a link to the OSB CLE Seminars product catalogue where you can find an Oregon abuse reporting program. <https://hello.osbar.org/Product/catalog/index?defaultCategoryID=20>

### **To submit your MCLE transcript:**

Once you have met your minimum CLE requirements, you will be prompted, at the bottom of your 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 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 report by 5:00 p.m. on May 31, 2022.

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