

2020-2021 MCLE REPORTING INSTRUCTIONS FOR REINSTATED ATTORNEYS

*NOTE: If you are unsure whether these instructions apply to you, please logon to your member Dashboard and review your MCLE requirements stated at the top of your MCLE Transcript. **If your transcript indicates your reporting period ends on 4/30/21 AND you are required to complete 15 credits, then these instructions apply to you.** If you are required to complete 45 credit, please refer to the reporting instructions for attorneys in a 3 year reporting cycle.*

- You are required to complete a minimum of **15 credits, including 2 legal ethics and 1 mental health/substance use credit. If you have never reported MCLE to Oregon before, your 15 credits must also include 9 practical skills credits.**
- 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.** We will not accept paper or email addendums to MCLE reports.

PRACTICE TIP:

To find programs that will meet your specific credit requirements:

To find programs that will meet your credit requirements for ethics, mental health/substance use or practical skills, you may use this link to search our program database for accredited programs by credit type: <https://hello.osbar.org/MCLE/Search/Accreditation>

To view your MCLE transcript:

Once you have met your minimum CLE requirements, you will be prompted to **electronically certify and submit your report.** Review your report in detail and make any necessary changes. Once you are sure your report is completely accurate, read and make sure you understand the certificate language at the bottom of your report and 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