

2020-2021 MCLE REPORTING INSTRUCTIONS

FOR MEMBERS IN A 3 YEAR MCLE REPORTING CYCLE

*NOTE: If you are unsure whether these instructions apply to you, please logon to you 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 45 credits, then these instructions apply to you.***

- 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.**
- 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 include the specialty 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>

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