

## 2025 MCLE Reporting Instructions for LP MEMBERS

- You are required to complete a minimum of **40 credits, including:**
  - **5 hours related to Ethics,**
  - **1 hour related to Abuse Reporting,**
  - **1 hour related to Mental Health and Substance Use Education,**
  - **1 hour related to IOLTA administration,**
  - **1 hour related to the Oregon Rules of Civil Procedure,**
  - **1 hour related to the Scope of Licensure for LPs, and**
  - **26 hours of education specific to the LP's practice area for which they are licensed.**
    - LP's with licenses to practice in more than one practice area must complete 26 hour of education specific to each practice area for which the LP seeks renewal of licensure.
- All credits must be completed by midnight on April 30, 2025.
- Your completed, electronically certified compliance report must be submitted online by midnight on June 2, 2025.
  - Note: our submission deadline is typically May 31<sup>st</sup>. However, in accordance with our MCLE Regulations, if May 31 is a Saturday or legal holiday, including Sunday, or a day that the Oregon State Bar office is closed, the due date shall be the next regular business day. Accordingly, the deadline for 2025 is Monday, June 2<sup>nd</sup>.

### FREQUENTLY ASKED QUESTIONS:

1. **When does my MCLE reporting period start?** New LP members shall have a three-year initial reporting period that begins May 1 the year following admission and ends April 30 three years later. All subsequent reporting periods shall be three years.
2. **How can I find my MCLE transcript and reporting requirements?** Log onto your account at [hello.osbar.org](https://hello.osbar.org). Click the "MCLE Reporting" tab on your dashboard, then select "MCLE Transcript."
3. **Can I include programs on my report that have not been accredited in Oregon?** No. If a program you attended has not been accredited in Oregon, you must apply for accreditation. The application is on our website at [www.osbar.org](https://www.osbar.org). The only exception is if you are an out of state attorney member.
4. **How do I know if a program has been accredited in Oregon?** All accredited programs are listed on our searchable [program database](#) on our website.

5. **Why are some of the activities that I completed not posted to my transcript?** Program sponsors are required to report attendance within 30 days of the program. However, it is the bar member's ultimate responsibility to report their CLE credits. Follow these steps to add activities to your transcript:
1. Log on to your Member Dashboard on the OSB website.
  2. Click on the MCLE Reporting tab.
  3. Click "Add Activity to Transcript."
  4. Click on the type of activity you would like to add to your transcript.
  5. If you clicked on "accredited group course," find your course in the database and click on it. Then answer the questions regarding whether you completed all of part of the program.
  6. If you are adding a different type of activity to your transcript, click on that activity type and follow the instructions for entering your activity and credit information.
6. **What is the deadline to complete my credits and submit my report?** All credits must be completed by midnight on April 30, 2025. Your completed compliance report must be electronically certified and submitted by midnight on June 2, 2025.
7. **How do I know that my transcript was submitted?** Once you have met your minimum CLE requirements, the box at the top of your transcript will turn green. You will see the message below. Please press "submit report." **Your report is not submitted until you have pressed submit report.**

- I certify I have personally reviewed and verified that all of the information listed on my report is accurate and complete and I understand all of the following:
- Under Oregon law and the Bar Rules of Procedure, OSB members bear individual responsibility for meeting all regulatory compliance requirements and maintaining their licenses in good standing.
  - If I have granted permission to a company administrator or other individual to access my MCLE Dashboard and make changes to my transcript, I understand that person is not permitted to electronically submit my report, and that only bar members themselves may certify and submit their MCLE reports.
  - The Oregon Supreme Court may suspend my license to practice law if I fail to comply with my MCLE requirements.
  - A company administrator's neglect, error or omission will not excuse my regulatory noncompliance.
  - I understand that I am required to maintain records of my completion of all of the credits I have reported for 1 year from my compliance report due date, and I will present my records to the MCLE Program Manager in the event of an audit.

**WARNING:** When you submit your report, your carry over credit will be calculated and you will not be able to add additional credits. If you would like to complete additional credits to carry over to your next reporting cycle, do not submit your report until you have completed and entered those credits.

Submit Report

If you see the box below, you have not met your requirements and cannot submit your report. To find what is missing, scroll to the bottom of your transcript. Anything in red below has not been met.

**MINIMUM REQUIREMENT NOT MET**

I certify I have personally reviewed and verified that all of the information listed on my report is accurate and complete and I understand all of the following:

- Under Oregon law and the Bar Rules of Procedure, OSB members bear individual responsibility for meeting all regulatory compliance requirements and maintaining their licenses in good standing.
- If I have granted permission to a company administrator or other individual to access my MCLE Dashboard and make changes to my transcript, I understand that person is not permitted to electronically submit my report, and that only bar members themselves may certify and submit their MCLE reports.
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- I understand that I am required to maintain records of my completion of all of the credits I have reported for 1 year from my compliance report due date, and I will present my records to the MCLE Program Manager in the event of an audit.

8. **If I am not practicing law, do I need to comply with the MCLE rules?** If you are an active member of the Oregon State Bar, you are required to comply with the MCLE rules.
9. **How do I view my compliance report online?** Go to [www.osbar.org](http://www.osbar.org) and log on to your account. Click the "MCLE Reporting" tab on your dashboard.
10. **Can I complete my credits by screening CD, MP3 downloads, etc. of accredited programs?** Yes, provided the original program date is less than three years prior to the screening date.
11. **Can I re-screen a program I screened during my last reporting period?** No. Pursuant to Rule 9.14 of the Rules of Licensure, you cannot claim credit for a CLE activity for which you have already obtained CLE credit.

If your question has not been answered, please call the MCLE Department at 1-503-620-0222 ext. 368 or toll free at 1-800-452-8260, ext. 368. If you prefer, you can email your questions to [mcle@osbar.org](mailto:mcle@osbar.org).