

Please see below for a list of frequently asked questions. If you do not see your question listed, please reach out to mcle@osbar.org and we would be happy to assist you.

1. When is my reporting period? / What are my MCLE requirements?

You can check your MCLE requirements and reporting period on your [MCLE Transcript](#). Log onto hello.osbar.org, Select “MCLE Reporting” under the Regulatory Compliance section, and select “MCLE Transcript.” Your reporting period and requirements are shown at the top of your MCLE transcript.

2. I’m having trouble adding a CLE to my transcript / I can’t find a course in your database

Our [MCLE Program Database Search](#) is picky. The optimal way to add a course is to enter the Event ID in the box and click “Search Events.” If you do not have the Event ID, we recommend entering only one or two items into the search – such as the sponsor name or the event title – then “Search Events.” The database wants everything entered exactly right in order for the event to populate, so it is better to give it less information.

If you still cannot find the course, please reach out to MCLE staff (mcle@osbar.org) so we can help you search. If the course has not been submitted to Oregon for credit, we recommend reaching out to the sponsor to request they fill out our sponsor application. Alternatively, you can fill out a [Member Application](#) on our website. The information and materials that must be uploaded with the application are:

- Copy of the program agenda showing timelines (start and end times and breaks) so we may calculate the total number of minutes of instruction
- Biographical information on the program presenters
- Copy or sample (15-20 pages) of the program’s written material
- If requesting ethics credit, upload all ethics materials

3. How do I find a course to meet my requirements?

You can use our [MCLE Program Database Search](#) to find courses that have been accredited in Oregon. Members find the “Credit Type” dialog box very helpful in finding specialty credits. For example, if you are trying to find a course to meet your abuse reporting requirements, go to our Database Search, under “Credit Type,” select “Abuse Reporting” and select “Search Events.” The database will populate the programs that have been approved for that credit type. Members can find the programs on the sponsor’s websites.

4. I am waiting for my application to be processed / How long does it take to process applications?

During compliance season, we get a large number of accreditation applications at the same time. We ask for 30 days to review applications. We process applications in the order that they are received – and during compliance season, we prioritize those within the reporting period. If you have been waiting for more than 30 days or are due to report in the next few days, please reach back out to us with the name of the program and the date it was submitted.

5. Can I get an extension? / What are the penalties for missing my April deadline?

Extensions may be granted in a case of financial hardship or severe medical issue. If this is the case, please contact Kellie Baumann, MCLE Program Manager, at kbaumann@osbar.org to

request an extension. Extensions are granted for hardships in accordance with MCLE Rule 9(d). If an extension is not granted and the CLE credits are not completed by midnight on April 30th of your reporting year, a \$200 fine will be assessed and can be paid when the remaining credits are posted to the transcript. Members who do not comply and submit their MCLE transcript by May 31st of their reporting year will automatically be suspended effective August 1st .

6. I am an out of state member. How do I report credits?

Our MCLE Rules define members as “out of state” if their principal place of business is located in a state other than Oregon.

Out of state members in Reciprocal states (WA, ID, UT) may upload a Comity Certificate of MCLE Compliance in WA, ID or UT PLUS the 1.0 required Oregon abuse reporting credit.

Out of state members in any other state (other than OR, WA, ID or UT) may report out of state credits to Oregon that count toward your MCLE requirements in Oregon as long as you have completed those credits during your Oregon reporting cycle. Under “Add Activity to Transcript,” select “Out-Of-State Credits” and upload documentation showing (a) the hours were accredited in another jurisdiction, AND (b) the credits were completed during your Oregon reporting cycle.

7. I ordered a Comity certificate and I haven’t received it.

Your certificate should be immediately available to download from the “My Content” section of your online bar account. Log into your dashboard on the bar’s website at www.osbar.org and click on the “My Content” link.

8. I downloaded an OSB CLE and I’m having trouble playing it.

Please reach out to our CLE Seminars Department (cle@osbar.org). The MCLE Department handles the compliance portion of CLEs but we are not in charge of the CLE products.