

2025 MCLE Reporting Instructions for Attorney Members

DEADLINES:

- 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 31st. 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 2nd.

FREQUENTLY ASKED QUESTIONS:

1. **Do I have to complete access to justice credits?** Yes. Attorney members in a three-year reporting period ending April 30, 2025 are required to complete access to justice credits. Additionally, if you are a new attorney admittee who's first MCLE reporting period ends April 30, 2025, you must complete a three-credit introductory access to justice course.
2. **Is there a requirement for mental health/substance use credit?** Yes. All members must complete 1 mental health/substance use credit during each reporting cycle. For accreditation for mental health/substance use credit, the program must instruct attorneys on issues of mental health, substance use or cognitive impairment that can affect an attorney's ability to practice law.
3. **Are the professional responsibility credits (legal ethics, abuse reporting, mental health/substance use, and access to justice) part of or in addition to the minimum requirement?** The professional responsibility credits are included in your minimum requirement.
 - **If your three-year reporting period ends April 30, 2025**, your minimum requirement is 45 credits INCLUDING 5 ethics, 1 abuse reporting, 1 mental health/substance use and 3 access to justice credits.
 - **If your first reporting period after reinstatement ends April 30, 2025**, your minimum requirement is 15 credits INCLUDING 2 legal ethics and 1 mental health/substance use credit.
 - **If your first reporting period after admission ends April 30, 2025**, your minimum requirement is 45 credits INCLUDING 9 practical skills (4 must be Oregon practice and procedure), 2 legal ethics (1 must be Oregon ethics), 1 mental health/substance use, and a 3-credit introductory access to justice course.
4. **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. The only exception is if you are an out of state attorney (see number 9 below).

5. **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.
6. **Can access to justice credits be counted as ethics credit?** No. Access to justice credits cannot count as ethics credits and ethics credits cannot count as access to justice credits. You can, however, count excess access to justice and ethics credits toward your total minimum credit requirement.
7. **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.
8. **If I am an active member in a jurisdiction with which Oregon has established MCLE compliance reciprocity (currently Washington, Idaho and Utah), do I have to submit a completed compliance report?** You may comply with Oregon's MCLE requirements by completing the abuse reporting credit by April 30, 2025 and submitting a current Comity Certificate of MCLE Compliance from WA, ID or UT. Log on to your Member Dashboard on the OSB website to submit your Comity Certificate and post your abuse reporting credit to your transcript. Please note you will still need to complete the 1.0 abuse reporting credit requirement.
9. **If I am an out-of-state member but not in Washington, Idaho or Utah, do I have to submit a completed compliance report?** Yes. If you are an active attorney member, you still must meet the Oregon MCLE requirements. If the activities you attended have not been accredited in Oregon, you must provide information showing that the activity has been accredited for CLE in another jurisdiction. This can include certificates of attendance, brochures describing the program content and schedules, and evidence of accreditation in another jurisdiction. You can add your out of state credits to you transcript by logging on to your MCLE Dashboard on the OSB website, select Add an Activity, then select Out of State credits. However, note that some jurisdictions require only 50 minutes of instruction for 1 CLE credit, whereas Oregon requires 60

minutes of instruction for 1 credit. Credits from 50 minute states will not transfer to Oregon 1:1. You must complete all of your credits, including your out of state credits by April 30, 2025 and certify and submit your compliance report by May 31, 2025.

10. **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.

11. **How do I know if my transcript has been 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.

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

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- 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.

12. **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.
13. **How do I view my compliance report online?** Go to www.osbar.org and log on to your account. Click the “MCLE Reporting” tab on your dashboard.
14. **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.
15. **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.