To submit MCLE Sponsor Accreditation Applications online, use an existing email address or set up a generic email account, such as “MyCompanyName-OSB-Sponsor@domain.com.” Using a generic email will allow any authorized individual to access the account, to review, submit and make payment on the company’s accreditation applications.

Visit the OSB login page, and click on ‘Not a member’ link. Follow the prompts to create your new user profile and associate it to the company record under the ‘Add Business Address’ Company field. Use the emailed confirmation code to access the account.

Click on the MCLE Home link on your OSB Dashboard to open the MCLE Dashboard.

On the MCLE Dashboard, you may:

- Review MCLE information, rules and FAQ’s.
- Search the MCLE Program database for existing programs.
- Check the status of your previously-submitted applications.
- Pay outstanding application fees.
- Submit new Sponsor Accreditation Applications.

Follow the Application Checklist prompts to identify the program delivery method (live and/or recorded), title, date(s), location, MCLE credit reporting hours, and to add supporting documentation (agenda, presenter bios and written materials).

Review and confirm the details, before completing this submission and creating a new application, or making payment through the online cart.