

SPONSOR ATTENDANCE REPORTING INSTRUCTIONS

MCLE Rule 4.6 requires sponsors to report attendance to OSB within 30 days of the attorney's completion of the program. You must report attendance using one of the two methods below.

I. You may post attendance at no cost by following the steps below.

1. Logon to your [MCLE Dashboard](#).
2. Click **Report Attendance (Sponsors Only)**
3. **Find your program** by typing the Event ID number or a Keyword from the program title in the Event Search box.
4. If your program was both live and recorded, select whether you wish to post attendance for the **live or recorded** program.
5. If you are posting credits for a recorded program, enter the attorney's **completion date**.
6. **Adjust the credits** to match the credits actually earned by the attorney.
7. Enter the attorney's **6 digit Oregon Bar Number** in the Bar Number field.
8. Press **ENTER** to add this program to the attorney's transcript.
9. Repeat for each attorney who attended this program.

II. If you would like OSB to post your attendance for a fee of \$1 per credit earned per attendee, please email your attendance report to mcle@osbar.org and include the following information:

- (1) sponsor name,
- (2) program title,
- (3) Event ID number as indicated in the Program Database on the Oregon State Bar website,
- (4) original program date,
- (5) first and last name of each Oregon bar member who earned credits from the activity,
- (6) **6 digit** Oregon bar number of each bar member listed,
- (7) the number and types of credits earned by each bar member, and
- (8) date of credit completion for each bar member.