

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.

Option 1 - You may post attendance *at no cost* by following these steps:

1. Logon to your Dashboard on the [OSB website](#).
2. Click **MCLE Home**.
3. Click **Report Attendance (Sponsors Only)**
4. **Find your program** by typing the Event ID number or a Keyword from the program title in the Event Search box.
5. If your program was both live and recorded, select whether you wish to post attendance for the **live or recorded** program.

MCLE Dashboard

MCLE Information
Program Search
My Applications / Programs
Report Attendance (Sponsors Only)
Pay Fees
Submit New Application ▾

Report Attendance

[Create New Application](#)[My Applications / Programs](#)[MCLE Home](#)

Proceed below to post your own attendance for free, or email your attendance report to mcle@osbar.org and OSB staff will post your attendance for a fee of \$1 per credit

Event ID:

Title:

Location:

Program Date:

Delivery Type:

Credits:

6. If you are posting credits for a recorded program, enter the member's **completion date**.
7. **Adjust the credits** to match the credits actually earned by the member.
8. Enter the member's **6-digit Bar Number** in the Bar Number field.

"Added" means these credits were added to this member's transcript.
"Duplicate" means these credits were already reported for this member.
"Member Not Found" means an incorrect or incomplete Bar number was entered.

9. Press **ENTER** to add this program to the member's transcript.
10. **Repeat** for each member who attended this program.

Option 2 - OSB will post your attendance for a fee of \$1 per credit, per member:

Email your attendance report to mcle@osbar.org with the following information:

1. Sponsor name,
2. Program title,
3. Event ID number as indicated in the Program Database on the OSB website,
4. Original program date,
5. First and last name of each OSB member who earned credits from the activity,
6. **6-digit** OSB number for each member listed,
7. The number and types of credits earned by each OSB member, and
8. Date of credit completion for each OSB member.