

**Supervised Practice Portfolio Examination (SPPE)
Applicant FAQ: Applying to the Program**

Updated 05/08/2024

Updated Items Are Double Starred

What qualifications do I need to pursue the SPPE?

To pursue the SPPE, you must:

- Be at least 18 years old;
- Hold a JD or LLB degree from an ABA-accredited law school;¹
- Show that you have satisfactorily completed law school courses in Business Associations, Civil Procedure, Constitutional Law, Contract Law, Criminal Law or Investigatory Criminal Procedure, Evidence, Torts, and Real Property;
- Secure a commitment of employment from a qualified Employer; and
- Secure a commitment from a qualified Supervising Attorney to serve in that role.

**I'm not sure if a law school course I took satisfies one of the course requirements.
How can I find out?**

The Admissions Department will send a Certificate of Graduation to each applicant's law school registrar, and it will ask the registrar to provide an official transcript for each SPPE applicant. The Admissions Department will also post a list of course titles that presumptively satisfy each of the curricular requirements. If the transcript lists courses matching any of those titles, you will satisfy the curricular requirements. If you believe that a course with a different title satisfies the requirement, you will be able to upload information about the course when or after you file your application.

What does it mean to "satisfactorily complete" those courses?

"Satisfactorily complete" means that you earned a passing grade in the course.

Does a law school course have to carry a certain number of credits to satisfy the course requirement?

No. You must have satisfactorily completed at least one course in each of the designated areas, but there are no minimum credit requirements.

¹ If you are a graduate of a foreign law school, you are eligible to pursue the SPPE if you would qualify to take the Oregon Bar Exam under Oregon's [Rule for Admission 3.05\(3\)](#). The first step in establishing your eligibility under that rule is to have your foreign degree evaluated. See [Foreign Degree Evaluation Information](#) on the Admissions website. If you are a graduate of a U.S. law school that is not ABA-accredited, you must satisfy the requirements in [Rule for Admission 3.05\(2\)](#) to pursue the SPPE.

**The rules say that my Supervising Attorney cannot be an “immediate family member.”
How do you define “immediate family member”?**

An “immediate family member” includes (1) a parent, child, or sibling, whether biological, adopted, foster, or related by marriage; and (2) a spouse, former spouse, cohabitant, or former cohabitant. SPPE Rule 2.4.

When can I submit my application to participate in the SPPE?

The application portal for applicants will open on May 15, 2024. No applications will be accepted before that date. In addition, the Admissions Department cannot process your application until it has already received and processed applications from your Employer and Supervising Attorney. You should ask your Supervising Attorney and Employer to submit their applications at least two weeks before you anticipate submitting your application.

Are Employers and Supervising Attorneys able to submit their applications yet?

Yes, those applications are available on the SPPE website, together with FAQ’s explaining the applications. The materials for Employers are available at <https://www.osbar.org/sppe/employer.html>, and the materials for Supervising Attorneys are available at <https://www.osbar.org/sppe/supervisingattorney.html>.

My Employer won’t hire me until I receive a provisional license. Should they still submit an application now?

Yes. The application forms for Employers and Supervising Attorneys ask them to indicate whether you have already started work for the organization or whether you will start work in the future. It is appropriate for an Employer and Supervising Attorney to submit applications as soon as they have made a commitment to hire you.

Once I submit my application, how quickly will I receive a Provisional License?

Issuing a Provisional License will take at least a month, and in some cases several months, after you submit your application. Before issuing a Provisional License, the Admissions Department must complete a character and fitness review—and the Board of Bar Examiners must determine that you have the good moral character and fitness to practice law prescribed by ORS 9.220(2). The speed of that process depends on the completeness and content of information you provide, but always takes several weeks.

If the Board determines that you have the necessary moral character and fitness, it will issue a Certificate of Eligibility to you. If you have already started work for your Employer and Supervising Attorney, you will receive your Provisional License at the same time. If you have not yet started work, you will receive a Provisional License as soon as your Employer confirms to the Admissions Department that you have started work.

**** How much will it cost to apply to the SPPE?**

On May 7, 2024, the Supreme Court approved an SPPE application fee of \$1,000. In addition, if an applicant receives a provisional license, they must pay a license fee of \$500. Applicants, however, will be able to defer paying the license fee for six months after they receive their license. No interest or late payment fees will be charged to applicants who take advantage of that grace period. SPPE Rule 3.3.

The license fee is necessary to cover the State Bar's costs of administering the program. In addition, the fee will give provisional licensees access to many of the services and benefits that historically only members of the Oregon State Bar enjoy.

We encourage applicants to see if their Employers will cover the cost of the SPPE application and licensee fees. Some Employers pay bar exam fees and bar membership dues for their employees; they may be willing to do the same for the SPPE application and provisional license fees.

**** Once I am accepted into the SPPE, are there any ongoing costs?**

Yes. Provisional licensees will pay \$150 to ILG for uploading portfolio materials through the ILG software. This fee is identical to the fee that exam takers pay ILG to use their laptops when taking the traditional bar exam. For the SPPE, the fee reimburses ILG for developing, maintaining, and running an entirely new system that allows provisional licensees to upload their work-product for assessment, and allows graders to assess the work product all within the same platform.

Provisional licensees who remain in the program for more than a year will have to pay the annual license fee (\$500) and ILG fee (\$150) for each year that they remain in the program.

If I submit an application for the bar exam, but get hired into an SPPE position before the exam, can I receive a credit equal to my bar exam application fee to use toward the SPPE application fee?

Yes. The application fee paid for the bar exam would transfer as a credit toward the SPPE application fee. However, any late fee that was paid for an untimely bar exam application would not be transferrable. Likewise, any fee paid to a third party that relates to the bar exam would not be transferrable. For example, any laptop fee paid ILG would not be transferrable toward the fee owed to the Oregon State Bar for the SPPE application. ILG may allow applicants to transfer the laptop fee as a credit toward future upload fees in their system, but that will be up to ILG.

If I receive a job offer for a SPPE position, do I have to fill out an SPPE application, or can my bar exam application act as my SPPE application?

You will need to complete a new SPPE application. While there are only minor differences in the questions asked for each pathway, the pathways are distinct in our system. We are not able to transfer information from one pathway to another.

**** May I begin counting hours and satisfying other program requirements while I wait for my provisional license?**

Yes. Once you have submitted your SPPE application, you may begin counting program hours and working on other program requirements. Note, however, that you may not undertake any activities that require a license to practice law until you receive your provisional license (unless you still hold a valid student practice license allowing those activities).

You may not count any hours of work completed before you submit your application. Nor may you include in your portfolio work product created before you submit your application.

**** When will training videos and other materials be available to tell me more about the program?**

We are regularly posting FAQs on the SPPE website, as well as scoring rubrics for different components of your portfolio work. We will continue posting those materials, as well as training videos for you and supervising attorneys, throughout the month. The program is new and we are focused on admitting applicants as quickly as possible, so please be patient with us.

If you have additional questions about applying to the SPPE, please email sppe-applicant@osbar.org.