

SUPERVISED PRACTICE PORTFOLIO EXAMINATION (SPPE)

HANDBOOK FOR PROVISIONAL LICENSEES

JANUARY 2026

Please note that the SPPE rules, other Rules for Admission (RFA), and the SPPE regulations govern admissions to the Oregon State Bar (OSB). This Handbook provides helpful summaries, but participants should rely on the rules and regulations as the governing authority. The Handbook includes information regarding current procedures, which may be subject to change. We are updating the Handbook periodically. The date at the end of each FAQ indicates when it was last updated.

Throughout this document, we refer to people seeking licensure through the program as SPPE applicants or Provisional Licensees. You are considered an SPPE applicant until you receive a provisional license. After receiving a license, you are a Provisional Licensee but still an applicant to the bar.

This handbook is addressed to Provisional Licensees, but it also includes important information for Employers and Supervising Attorneys.

If you have additional questions, please email sppe@osbar.org. The Admissions Department will attempt to answer general questions. Please note that staff cannot give legal advice or advisory opinions on program eligibility or compliance.

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GENERAL QUESTIONS

Will OSB publicly identify how an attorney was licensed?

Public facing information, including the member's directory, does not include this information. The information, however, is included in OSB public records and is discoverable if someone asks about the membership path of a specific attorney. *(Last updated 6/3/24)*

Will OSB still maintain a public registry of admitted attorneys?

Yes. We are obligated to keep records of admission, current membership status, status history, and discipline history. *(Last updated 6/3/24)*

Can an applicant apply for and take both the UBE and SPPE at the same time?

There is no rule against this, but applicants and their employers should seriously weigh the downsides. The applicant will pay two fees, and time devoted to one pathway will interfere with time needed for the other pathway.

If you intend to apply for and take both the UBE and SPPE, reach out to admissions@osbar.org to navigate your dual application process. The Application Portal will not permit you to have applications pending for both programs at the same time. *(Last updated 6/3/24)*

How long will it take to be fully licensed under the SPPE?

OSB cannot predict how long Provisional Licensees will take to complete the program. That depends on each Provisional Licensee's available time, speed of professional development, and workplace opportunities. The SPPE follows principles of universal design, allowing Provisional Licensees with disabilities, caretaking responsibilities, and other time demands to pursue the program at their own pace.

When planning their progress through the program, Provisional Licensees should focus on the time needed to complete the written work and other documentation that they will submit to the Board, rather than on the required hours. To date, all Provisional Licensees have exceeded the hour requirement while they work to complete other program elements.

Provisional Licensees must submit at least two portfolios of work product (a Halfway Portfolio and a Final Portfolio) before completing the program. The Board assesses these portfolios at grading sessions that are scheduled about three months apart. This means that Provisional Licensees will spend at least six months—and often longer—satisfying portfolio requirements. Note that even after a Provisional Licensee receives a “qualified” score on all portfolio elements, 4-6 weeks may pass before the Provisional Licensee is

admitted to the bar. The Admissions Department needs this time to perform final portfolio checks, conduct the required final check of character and fitness, and prepare materials for transmission to the Supreme Court. During the program's first year of operation, no applicant was licensed in less than 7 months (measured from date of SPPE application to date of admission) and the average time to admission was 11 months. *(Last updated 1/5/26)*

If I am not a US citizen, what kind of visa will I need to complete program requirements?

Applicants who are not US citizens should share the SPPE rules with an immigration attorney to determine their eligibility for the program and the specific visa that they must obtain. When seeking advice, applicants should remember that completing the SPPE pathway will require at least 7 months of paid work—and often longer. *(Last updated 1/5/26)*

What are the basic requirements to complete the SPPE program?

Once admitted to the program, a Provisional Licensee must satisfactorily complete each of the following requirements. Each of these requirements is discussed in further detail in the SPPE Rules, this Handbook, and the SPPE training videos.

- 8 Written work products
- 2 Client interactions
- 2 Interactions demonstrating negotiating skill
- Evidence of competence in professional responsibility
- Up to 4 hours of training videos on the SPPE program
- 15 hours of MCLE Practice Overviews
- 10 hours of activities related to diversity, equity, inclusion, or access to justice
- 675 hours of work toward the program, evidenced by monthly timesheets
- An interim portfolio and learning plan
- A final portfolio

(Last updated 1/5/26)

I need to change my contact information. How can I update that?

Please promptly amend your application through your ILG Application Portal. *(Last Updated 8/23/24)*

PORTABILITY AND RECIPROCITY

If I take the Uniform Bar Exam (UBE), I can transfer my score to other UBE jurisdictions. Is the same true for the SPPE? May I transfer my success to other jurisdictions?

No. Successfully completing the SPPE makes you eligible for bar admission in Oregon, but not in other jurisdictions. If other states adopt similar programs in the future, SPPE success may become portable. For now, however, that is not possible. *(Last updated 6/24/24)*

What about reciprocity? Will other jurisdictions recognize admission through the SPPE after I have practiced for a few years?

That depends on the jurisdiction. “Reciprocity” in this context means that a lawyer admitted to practice in one jurisdiction may gain admission in another jurisdiction without having to take the second jurisdiction’s bar exam. Many lawyers refer to reciprocity as “admission on motion.” These rules vary widely among jurisdictions.

Eight states (California, Delaware, Florida, Hawaii, Louisiana, Nevada, Rhode Island, and South Carolina) do not permit reciprocity. If you are admitted to the bar in Oregon, whether through the UBE or SPPE, you will not be eligible for admission on motion in those states.

Fourteen other states limit reciprocity to lawyers who have passed a “written bar examination.” The SPPE is not a traditional “written bar examination,” but the Oregon Supreme Court has held that it counts as the “examination” required for admission to practice in Oregon under [ORS 9.220\(3\)](#). It is possible that other jurisdictions will also recognize the SPPE as an “examination,” but that has not yet been tested.

For other jurisdictions, passing the SPPE instead of the UBE should impose no special hurdle to reciprocity. Applicants should be aware, however, that jurisdictions impose other conditions on reciprocity. All require candidates to be in good standing in their other licensing jurisdiction(s) and to have practiced law for 3-5 recent years. Definitions of “law practice,” as well as the required length of time, vary among jurisdictions.

An overview of reciprocity requirements is available from the Comprehensive Guide to Bar Admissions, jointly published by the ABA and the NCBE. Be sure to check both charts summarizing these requirements: [Chart One](#) and [Chart Two](#). And for authoritative information about reciprocity in any jurisdiction, check that jurisdiction’s bar admissions website and rules. *(Last updated 9/1/25)*

PROGRAM ELIGIBILITY

What qualifications do I need to pursue the SPPE?

To pursue the SPPE, you must:

- Be at least 18 years old;
- 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 (or commit to completing no more than two of those courses while pursuing the SPPE);
- Secure a commitment of employment from a qualified employer;
- Secure a commitment from a qualified Supervising Attorney to serve in that role; and
- Meet one of the following educational requirements. These requirements are identical to the eligibility requirements to sit for Oregon's traditional bar exam:
 - Hold a JD or LLB degree from an ABA-accredited law school; RFA 3.05(1).
 - Hold a JD or LLB degree from a non-ABA accredited law school in the United States, and:
 - Be admitted to practice before the highest tribunal of another state, the District of Columbia, or a federal territory where the requirements for admission are substantially equivalent to Oregon's requirements;
 - Practice in that jurisdiction for at least three of the five years immediately preceding application for the program. RFA 3.05(2).
 - Hold a JD-equivalent degree from a law school in a foreign jurisdiction, and be able to show that:
 - The requirements for admission to practice law in Oregon and in the jurisdiction where the applicant was educated are substantially similar;
 - Either the applicant is currently admitted to practice law in a jurisdiction where English Common Law is the basis of the jurisdiction's jurisprudence, or the applicant has been admitted to practice law in any US jurisdiction after passing a US bar exam; and
 - The applicant graduated from a law school that is equivalent to an

ABA-accredited law school. RFA 3.05(3)

(Last updated 9/1/25)

Does an EJD Degree count as equivalent to a JD or LLM degree?

No. EJD Degrees are intended for individuals who have no intention of becoming an attorney. EJD Degrees will not be recognized as equivalent to a domestic or foreign LLB or JD. *(Last updated 6/3/24)*

Must a law degree from a non-ABA accredited law school be evaluated like a degree from a foreign jurisdiction?

No. Applicants with JD or LLB degrees from non-ABA accredited law schools in another state must be admitted to practice in another state, and must have practiced in that state for at least three of the five years preceding their SPPE application. Their law degrees, however, do not have to be evaluated. *(Last updated 6/3/24)*

How can I prove that the foreign law school I graduated from is equivalent to an ABA-accredited school?

A course-by-course evaluation is required to review the specific courses you took to earn your law degree. See [Foreign Degree Evaluation Information](#) on the Admissions website. Please contact one of the following third-party credential evaluators to have your law degree evaluated:

A2Z Evaluations at: <https://www.a2zeval.com>

International Consultants of Delaware at: <https://www.icdeval.com/>

Education Research Foundation at: <https://ierf.org>

Education Records Evaluation Service at: <https://www.eres.com>

SpanTran at: <https://spantran.com/>

Foundation for International Services at: <https://www.fis-web.com>

World Education Services at: <https://www.wes.org>

(Last updated 6/3/24)

Where should international applicants submit their ABA-Accreditation evaluations?

They should submit them to the Admissions Department through the “Upload Documents” button on their User Home page in the Application Portal. *(Last updated 6/3/24)*

I have a JD-equivalent degree from a foreign law school. Must I still complete all 8 required courses to be eligible for the program?

Yes. All Provisional Licensees must complete the required courses before they are admitted to the Oregon bar. There is no exception for applicants with foreign degrees.

(Last updated 6/3/24)

Am I eligible for the program if I completed an LLM degree at law school in the United States?

Completing an LLM degree at a US law school does not, by itself, make an applicant eligible for the program. However, some LLM graduates meet the eligibility requirements of RFA 3.05(3) discussed above, and may be eligible for the SPPE program if they meet all other eligibility requirements. These applicants may count classes they took as LLM students to meet the program course requirements in SPPE Rule 2.1(B). *(Last updated 6/3/24)*

FINDING A SUPERVISING ATTORNEY AND EMPLOYMENT

How can I find a Supervising Attorney and employer willing to supervise me through this program?

The Oregon State Bar does not have a directory of Oregon attorneys who are willing to supervise students through this program. Interested applicants may find attorneys and employers willing to supervise them by either going through their school’s career services department, or by asking Oregon attorneys in the applicant’s professional network. Applicants can also connect with Oregon attorneys through any of the volunteer bar associations, listed [here](#).

Several applicants in the SPPE program have secured employment with an Oregon-based employer first, and then asked the employer to supervise them through the SPPE program.

Please do not send mass emails or other contacts to Oregon employers. These contacts irritate employers and reduce their support for the SPPE. *(Last updated 9/1/25)*

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. *(Last updated 6/3/24)*

Can a Supervising Attorney supervise more than one Provisional Licensee?

There is no rule against this, but the Supervising Attorney should be certain that they will be able to fulfill the supervisory responsibilities and program requirements for more than one Provisional Licensee. We recommend that a single Supervising Attorney supervise no more than two Provisional Licensees simultaneously. *(Last updated 9/1/25)*

SPPE Rule 5.4 allows a Supervising Attorney to delegate responsibility to another attorney with the same employer. Must a delegated attorney independently meet the

Supervising Attorney requirements?

No. An attorney holding delegated responsibility does not need to meet the Supervising Attorney Requirements. Under SPPE Rule 5.4, the attorney holding delegated responsibility must (A) [be] an active member of the Oregon State Bar; and (B) Ha[ve] the knowledge and skills to supervise the Provisional Licensee effectively. *(Last updated 6/3/24)*

Can the Supervising Attorney delegate supervisory responsibilities to an attorney with another firm so that the Provisional Licensee can get different experience?

No. Under SPPE Rule 5.4, the Supervising Attorney and attorney with delegated responsibility must have the same employer. SPPE Rule 5.5 allows a Provisional Licensee to work for two different Supervising Attorneys with different employers, but both Supervising Attorneys and employers must independently qualify under the SPPE rules and must each apply for the program. Those Supervising Attorneys and employers must also coordinate their supervision of the Provisional Licensee (SPPE Rule 5.5(A)(1)) and follow the conflict-of-interest screening provisions described in SPPE Rule 5.5(A)(2). *(Last updated 6/3/24)*

Must a Supervising Attorney be a full-time attorney?

A Supervising Attorney does not have to work full-time for the employer, but they must be an employee who regularly provides work to the employer and receives compensation for that work. They must also be able to supervise the Provisional Licensee appropriately and fulfill the other program requirements.

SPPE Rule 1.2 defines an Employee as “any individual regularly providing work to an employer and receiving compensation for that work, whether the individual is formally designated a partner, member, employee, of counsel, consultant, independent contractor, or other similar term.” *(Last updated 6/3/24)*

Can a Supervising Attorney be an unpaid Board Member of the employer?

No, a Supervising Attorney must be a paid employee. Based on SPPE Rule 1.2’s definition of an employee, an unpaid Board Member does not qualify as an employee. *(Last updated 6/3/24)*

Should the compensation requirements be based on the first-year attorney salaries in the region, or in the state?

SPPE Rule 2.2(D) provides that the employer must provide “the Provisional Licensee at least the salary and benefits provided to other recent law school graduates.” The rule implies that the employer must first look to their own organization for guidance, paying a Provisional Licensee the same salary and benefits they pay other recent law graduates. The rule does not distinguish between recent graduates who are licensed and those who

are not. Provisional Licensees, however, are more akin to licensed graduates than unlicensed ones: the provisional license allows them to engage in the practice of law. Employers, therefore, should pay Provisional Licensees *at least* what they pay unlicensed law graduates, and should strongly consider giving Provisional Licensees the same salary and benefits they offer to newly licensed lawyers.

If an employer does not traditionally hire recent law school graduates, then they should look to the marketplace for guidance on the salary and benefits to be given a Provisional Licensee. This is a nuanced analysis that includes the cost of living in the employer's region, the Provisional Licensee's practice area, the employer's size, and the nature of the employer's organization. *(Last updated 6/3/24)*

Can the Employer compensate the Provisional Licensee at a clerkship or paralegal rate if the Provisional Licensee agrees?

The compensation must be "at least the salary and benefits provided to other recent law school graduates." SPPE Rule 2.2(D). If the employer compensates recent law school graduates at "clerkship" or paralegal rates, then the same rate could be paid to a Provisional Licensee. But if, as seems likely, a law school graduate would command a higher rate, then the employer must pay that higher rate. The Provisional Licensee and employer cannot agree to waive this requirement. *(Last updated 6/3/24)*

My employer cannot hire me full-time. Can they still participate in the program?

An employer must provide at least 20 hours of paid work per week (unless they qualify for the exception in SPPE Rule 2.3). If they can provide at least that amount of paid work, then they can participate in the program. You can either work through the program at a slower pace, supplement your paid work with pro bono work, or find a second Supervising Attorney with another employer. *(Last updated 6/24/24)*

Can all a Provisional Licensee's hours be volunteer hours?

Yes, but only if the criteria in SPPE Rule 2.3 are met. In other words, the Provisional Licensee must have a grant or stipend (such as one from their law school) compensating them for the work, or the work must be provided pro bono to the client without the employer billing for the work. Even when these criteria are met, we encourage employers to compensate Provisional Licensees given the significant value those workers will provide to the employer and clients.

The key is in the language of Rule 2.3(B), which requires that the PL "provide pro bono services to a CLIENT of the Employer" and the Employer does not bill. The PL cannot simply provide pro bono services to the organization, they must provide pro bono services to a client.

Classic situations that qualify are when the PL will be serving criminal defendants in a public defender's office, advising immigrants in a nonprofit providing immigration services, or

representing tenants who are pro bono clients of a legal aid office.

The type of situation that doesn't qualify is when the PL will serve the organization, rather than its clients. *(Last updated 03/23/2026)*

Can a family member pay a stipend or grant under SPPE Rule 2.3?

No, the stipend or grant must be paid by a law school, government agency, or nonprofit organization. *(Last updated 9/1/25)*

Does a Rule 2.3 stipend or grant have to be for a particular amount?

Yes, the stipend or grant must provide at least the salary offered to other recent law school graduates doing comparable work. *(Last updated 9/1/25)*

I want to provide pro bono services to a non-profit organization that employs attorneys as in-house counsel but does not have clients. Can this type of work qualify for the pro bono exception?

No, this is a narrow exception that requires the Provisional License to “provide pro bono services to a client of the Employer” who is not billed for those services. The situation you describe does not fit that exception. If a Provisional Licensee works for in-house counsel, whether in a for-profit company or a nonprofit, the Provisional Licensee must be paid.

However, you may be able to work for another employer that is willing to take on the non-profit organization as a pro-bono client, and that has a Supervising Attorney willing to supervise your work for that pro-bono client. *(Last updated 6/24/24)*

Must a Provisional Licensee secure an employment commitment for the full duration of SPPE?

Neither the employer nor the Provisional Licensee need commit to a specific term of employment. If a Provisional Licensee’s workplace performance is unsatisfactory, an employer may dismiss them before they have finished the SPPE pathway. Similarly, if a Provisional Licensee finds their employment unsuitable, they may seek a new employer and Supervising Attorney. The parties may also negotiate on whether to maintain employment after the Provisional Licensee has completed the pathway or to terminate employment at that time. *(Last updated 6/3/24)*

Can a Provisional Licensee work remotely within Oregon?

Yes, but the Provisional Licensee and Supervising Attorney should ensure that the Supervising Attorney is able to adequately maintain their supervisory responsibilities. *(Last updated 6/3/24)*

I need to change my Supervising Attorney of record. How should I update that?

If you anticipate that you will be unsupervised for any period of time, then you must first email sppe@osbar.org to advise the Admissions Department of the last day of supervision. Your provisional license will be temporarily suspended on that date.

When you know who your next Supervising Attorney will be, then changing your Supervising Attorney of record involves two steps. First, have your new Supervising Attorney complete a Supervising Attorney Application. Second, amend your application through your Application Portal to reflect your new Supervising Attorney.

If you change employers when changing your Supervising Attorney, the new employer must complete a new [Employer Application](#). *(Last updated 9/1/25)*

REMOTE, MULTISTATE, AND FEDERAL PRACTICE

Do Supervising Attorneys have to be located in Oregon?

No, but the Supervising Attorney must have “been an active member of the Oregon State Bar for two or more years preceding the application to serve as a Supervising Attorney,” SPPE Rule 2.4(B). Out-of-state attorneys who only occasionally practice in Oregon are not eligible to serve as Supervising Attorneys in the SPPE program.

In addition, Supervising Attorneys located out-of-state should ensure that they have sufficient work related to Oregon or federal law that Provisional Licensees will be able to fulfill the program requirements. Note that the Graders will not grade work product based on the law of other states.

Supervising Attorneys and Provisional Licensees are responsible for ensuring that their conduct comports not only with the SPPE Rules, but also with applicable authority of the jurisdiction in which they are physically located, if geographically outside of Oregon. *(Last updated 9/1/25)*

Do Employers have to be located in Oregon?

No, but the employer must regularly practice law, do business, regulate, or otherwise operate in Oregon. SPPE Rule 2.2(B). The Admissions Department will use internet searches, third parties, and follow-up questions to the Employer to confirm this. *(Last updated 8/23/24)*

Do Provisional Licensees have to be located in Oregon?

No. However, **the SPPE Provisional License only authorizes Oregon practice**. In other states, a Provisional Licensee is a law graduate who has not yet been licensed. Provisional Licensees and Supervising Attorneys must comply with Oregon’s Rule of Professional Conduct 5.5 (Unauthorized Practice of Law), the equivalent Rule of Professional Conduct in the other state, and the laws related to the unauthorized practice of law in that state. The Oregon State Bar cannot advise SPPE participants on the rules regulating the unauthorized practice of law in other states. For additional information, please review [Advisory Opinion No 2022-200](#) from the Oregon State Bar.

Supervising Attorneys and Provisional Licensees should also be aware that Oregon’s Professional Liability Fund may not cover work that Provisional Licensees perform unrelated to Oregon clients. Supervising Attorneys and employers should check their liability coverage (whether through the PLF or another carrier) and ensure that they have adequate coverage for all a Provisional Licensees’ work.

For SPPE Applicants who live or work outside of Oregon, both they and their Supervising Attorneys must sign declarations acknowledging the scope and limits of the SPPE Provisional License.

May Provisional Licensees submit work product related to the law of other states?

No. SPPE Rule 6.4I(1) requires the Supervising Attorney to attest that any written work product “sufficiently reflects the knowledge/research, analysis, and writing of the Provisional Licensee that the Board can meaningfully assess the Provisional Licensee’s competence from the work product.” Meeting that standard might put the Provisional Licensee at risk of engaging in the unauthorized practice of law in the other jurisdiction. Further, client interactions or negotiations based on the law of another state risk constituting the unauthorized practice of law with respect to that state.

Oregon Examiners and Graders, moreover, will have difficulty evaluating the quality of work product based on the law of other states. For those reasons, the Graders will not accept any work product based on the law of another state. Work product may refer in passing to the law of another state, but it should focus primarily on Oregon or federal law. Only discussions based on Oregon or federal law will count towards the word count minimum for some written work product. *(Last updated 9/1/25)*

May Provisional Licensees count hours working with the law of other states towards the 675 hours required for SPPE licensing?

Yes, as long as that work does not constitute the unauthorized practice of law. Some legal work, such as research, does not constitute law practice. Other types of legal work require a law license. With respect to states other than Oregon, Provisional Licensees are law graduates who have not yet been licensed; they must abide by the restrictions on that status. *(Last updated 6/3/24)*

May Provisional Licensees work with federal law?

Yes. Provisional Licensees may also submit written work product, client interactions, and negotiations related to federal law—as long as their Supervising Attorney is qualified to supervise their work in that area. The work must also comply with any federal regulations regarding the unlawful practice of law. *(Last updated 6/24/24)*

COURSE REQUIREMENTS

**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 table below lists course titles that will satisfy each of the curricular requirements. The lefthand column lists required subjects; courses with titles listed in the righthand column satisfy that requirement.

When checking transcripts for this requirement, the Admissions Department will disregard numerals after a course name. E.g., "Contracts I," and "Contracts II" both satisfy the "Contracts" requirement.

Subject	Acceptable Course Titles
Business Associations	Business Associations Business Organizations Corporations
Civil Procedure	Civil Procedure
Constitutional Law	Constitutional Law
Contracts	Contracts
Criminal Law or Investigatory Criminal Procedure	Criminal Law Investigatory Criminal Procedure Criminal Procedure
Evidence	Evidence Integrated Evidence & Trial Advocacy
Real Property	Real Property Property
Torts	Torts

If you have satisfactorily completed a course with a different title that you believe

satisfies one of the subject requirements, please email sppe@osbar.org with (1) the course title, (2) the subject requirement you believe it satisfies, and (3) a link to an online description of that course. If a link is not available, please attach the course description. The Admissions Department is not able to review course equivalency before they receive your application. *(Last updated 6/24/24)*

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. *(Last updated 6/3/24)*

Why does the SPPE impose curriculum requirements? My law school didn't require some of these courses, and they're not relevant to my practice area.

The required courses cover the subjects you would study for the Uniform Bar Exam and most other written bar exams. Although you won't be tested on those subjects, the Oregon Supreme Court and Board of Bar Examiners (BBX) believe that all attorneys should be familiar with these subjects. *(Last updated 6/3/24)*

What does it mean to "satisfactorily complete" those courses? When does an audited class count?

"Satisfactorily complete" means that you earned a passing grade in the course. This can be accomplished by earning a passing grade for that school in a graded course or a Pass in a Pass/Fail course. If you audit a course, be sure that the law school will provide a transcript, certificate, or other communication confirming that you completed all course requirements (including any examinations) with a passing grade. An audit without that confirmation will not satisfy the SPPE requirement. *(Last updated 6/3/24)*

I graduated from law school several years ago and didn't take one of the required courses. Is it possible to waive one of the course requirements?

No. The Oregon Supreme Court specifically requested this addition to the SPPE pathway, and it cannot be waived. *(Last updated 6/3/24)*

May I take CLE courses or engage in self-study to fulfill one of the curriculum requirements?

No. The Oregon Supreme Court and BBX want each SPPE candidate to have a thorough grounding in each of the required subjects. Only satisfactory completion of the required courses, as noted on a law school transcript or other communication from a law school registrar, will satisfy the requirement. *(Last updated 6/3/24)*

When must I complete the course requirements by?

The course requirements must be completed before a Provisional Licensee is admitted

to the Oregon State Bar as a fully licensed attorney. An applicant does not need to complete all the course requirements before applying to begin the SPPE program. An applicant, however, may complete no more than two of the course requirements while enrolled in the program. Applicants who need to complete more than two of the required courses must do so before applying to the program. *(Last updated 9/1/25)*

I have already graduated from law school, but I did not complete a course that is required for the SPPE program. What should I do?

Applicants should register to take or audit (in the manner described above) a course at an ABA-accredited law school. *(Last updated 6/3/24)*

A law school will allow me to audit a course to complete the SPPE course requirements, but the course won't show up on my regular law school transcript. How can I prove that I meet the course requirements?

You must be able to prove you satisfactorily completed the course by presenting a transcript, a certificate of completion, a letter from the registrar, or other record of satisfactory course completion issued by the law school. The record must note that you completed all course requirements (including any examinations) with a passing grade. Records evidencing satisfactory course completion must be sent directly from the education institution to admissions@osbar.org. *(Last updated 6/3/24)*

As a law school graduate, may I take any SPPE-required courses at Lewis & Clark?

Yes, Lewis & Clark will allow you to audit either Evidence or Business Associations—and will provide the documentation you need if you satisfactorily complete those courses. To register as an auditor, you must obtain pre-enrollment permission from the Lewis & Clark Associate Dean of Student Affairs, Libby Davis, and complete an [Audit Application](#). Libby Davis can be reached by email at eadavis@lclark.edu.

As of May 1, 2025, courses cost \$1,134.00 per credit hour. Auditors are ineligible for financial aid.

Auditors will receive a certificate of completion demonstrating satisfactory completion of the course if they 1) register to audit the course for certification, and 2) complete all course work with a passing grade. *(Last updated 9/1/25)*

As a law school graduate, may I take any SPPE-required courses at Willamette?

To register for a course for academic credit at Willamette, a graduate must complete an [online inquiry form](#). Any law school graduate can inquire about completing a course for academic credit, but Willamette may give preference to individuals who can provide some assurance that their law degree meets the relevant SPPE requirements. Non-Willamette alums may need to submit transcripts and other documents before registering.

Graduates can enroll in any of the SPPE-required courses if the course has space available.

Please go to the Willamette University [website](#) for more information. *(Last updated 03/11/2026)*

As a law school graduate, may I take any SPPE-required courses at the University of Oregon?

To take a course for academic credit at the University of Oregon, applicants may register as non-degree seeking students using the step-by-step process here. To audit a course, applicants must obtain approval. To inquire about approval to audit a course or for questions about registration as a non-degree seeking student or auditing student including deadlines, please contact the University of Oregon Law Registrar's Office at lawregistrar@uoregon.edu. Non-degree seeking students and auditing students are limited to registering for 8 credits per semester and registration is subject to availability.

As of June 2025, courses cost applicants registering as either non-degree seeking students or auditing students \$1,312.22 per credit hour for Oregon residents and \$1,652.64 for non-residents, plus [mandatory fees](#). Non-degree seeking students and auditing students are not eligible for financial aid.

Auditing students will receive documentation of successful completion of the course if they complete all course work with a passing grade. *(Last updated 9/1/25)*

Do I have to satisfy the curricular requirements at an Oregon law school?

No, you may satisfy these requirements at any ABA-accredited law school. We provide information about offerings at the Oregon law schools for your convenience. *(Last updated 6/3/24)*

APPLYING TO THE PROGRAM

Where can I find the application to apply?

Once the applications for your Supervising Attorney and Employer are processed, you will receive a link to the application in your email. Please reach out to the Admissions Department at sppe@osbar.org if three weeks have passed since your Supervising Attorney and Employer submitted applications, and you have not yet received that link. *(Last updated 8/23/24)*

How do employers and Supervising Attorneys submit their applications?

The Employer Application and the Supervising Attorney Application are both available on the SPPE website. Employers should complete the [Employer Application](#) and submit it at [this link](#). Supervising Attorneys should complete the [Supervising Attorney Application](#) and submit it at [this link](#). Once the applications for both your Supervising Attorney and Employer are processed, you will receive a link to the Provisional Licensee application in your email. *(Last updated 9/1/25)*

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

Yes. It is appropriate for an employer and Supervising Attorney to submit applications as soon as they have made a commitment to hire you. *(Last updated 8/23/24)*

How much will it cost to apply to the SPPE?

Applicants pay an initial fee of \$1000 to apply to the SPPE program. If they receive a Provisional License, they must pay an additional annual license fee of \$500. Provisional Licensees, 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. However, *if the fee is not paid after six months, the Provisional License will be automatically suspended.* SPPE Rule 3.3.

The annual license fee is due on or about the date you receive your Provisional License. That means that you could pay your 1st payment and your annual payment in the same year and most of the time six months apart.

The combined fees are higher than the fee for taking the bar exam because the SPPE imposes additional costs on the Oregon State Bar.

We encourage applicants to see if their employers will cover the cost of the SPPE application fee. 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 fee. *(Last updated 8/23/24)*

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. *(Last updated 6/3/24)*

Can I transfer my bar application and application fee to the SPPE program?

You must complete a new SPPE application, but you can transfer your application fee. You must complete a new SPPE application because, although that application is similar to the bar application, the two are distinct in our system and we are not able to transfer information from one to another.

You may transfer the application fee for the bar exam as a credit toward the SPPE application fee. To receive this credit, an SPPE applicant should send an email to admissions@osbar.org with the subject line "Need Credit Applied to SPPE Application." An Admissions staff member will contact the applicant to collect the remaining funds and transfer the original application fee (minus any late fees and penalties). Staff will then assist the applicant in submitting their SPPE application.

You will not be able to transfer the laptop fee paid to ILG and will have to pay \$150 to upload work product for the SPPE into ILG. *(Last updated 8/23/24)*

What is the latest I can transfer the credit for my bar exam application to my SPPE application?

The latest that you can transfer your credit for the bar exam application to the SPPE application is the same date that you are eligible for a partial refund under RFA 4.10(g). Under RFA 4.10(g), bar exam applicants are entitled to a partial refund of their bar exam application if they submit a written request to withdraw from the bar exam to admissions@osbar.org before the second Tuesday before the first day of the examination. *(Last updated 8/23/24)*

How can an employer pay the Provisional Licensee Application Fee on the Provisional Licensee's behalf?

Once the Applicant receives a registration link to apply, the employer should send an email to the OSB Admissions Department at admissions@osbar.org with the subject line "Need Assistance with Employer Paying SPPE Application Fee." An Admissions Department member will contact the employer to pay the required funds for the applicant before the applicant submits their SPPE application. The Admissions Department is unable to process these requests until after the Applicant receives a registration link. *(Last updated 6/24/24)*

OBTAINING A CERTIFICATE OF ELIGIBILITY AND PROVISIONAL LICENSE

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. You will receive your Provisional License once you have begun work and completed the four requirements detailed below. *(Last updated 8/23/24)*

What is the difference between the Certificate of Eligibility and the Provisional License?

The Certificate of Eligibility evidences that the applicant qualifies for the SPPE program, qualifies for admission under RFA 3.05, and has passed the character and fitness review necessary to become a Provisional Licensee in Oregon. The Certificate of Eligibility does not grant you a Provisional License to practice law.

The Certificate of Eligibility is an administrative step in the process of obtaining your Provisional License. When you receive your Certificate, the Admissions Department will give you, your Supervising Attorney, and your employer instructions on completing a few administrative tasks before you are issued a Provisional License with a Provisional License Number (SPN).

A Provisional License allows you to engage in many lawyering tasks under supervision. Provisional Licensees are subject to the same restrictions as students or recent graduates who hold Certified Law Student Licenses. More information about the scope of your Provisional License is detailed in the next section. *(Last updated 6/24/24)*

What does the Admissions Department need to issue a Certificate of Eligibility?

To issue a Certificate of Eligibility, the Admissions Department must determine that you qualify for admissions under RFA 3.05 and pass the character and fitness review necessary to become a Provisional Licensee in Oregon.

To determine that you qualify for admissions under RFA 3.05, the Admissions Department must receive a copy of your Graduation Certificate from your law school. If your law school registrar is slow to respond, or if you have an outstanding graduation requirement, that will delay issuance of your Certificate of Eligibility.

If you graduated from a domestic non-ABA accredited law school, you must also submit proof of licensure in another jurisdiction. If you graduated from a law school in a foreign jurisdiction, you must submit proof of licensure in another jurisdiction, proof of degree equivalency, and a copy of your Graduation Certificate from your law school.

To determine that you pass the character and fitness review, the Admissions Department must receive sufficient responses from your references that they can make an informed decision about your character and fitness for a Provisional License. If your references are slow to respond, or if the Admissions Department requires supplemental information, that will delay issuance of your Certificate of Eligibility. *(Last updated 6/24/24)*

Do I need to have taken all the SPPE-required courses to receive a Certificate of Eligibility?

No. You must have completed all SPPE-required courses before you are admitted to the Bar at the end of the program, but you are eligible for a Certificate of Eligibility as long as you have no more than two courses to complete. *(Last updated 9/1/25)*

Can I be issued a Certificate of Eligibility if the Admissions Department places me on a Character and Fitness hold?

No. The Department cannot issue a Certificate of Eligibility until the Board of Bar Examiners determines that you have the moral character and fitness required to hold a Provisional License. Under some circumstances, the Board may issue a Certificate of Eligibility conditioned on specific probationary terms. *(Last updated 6/24/24)*

I have received a Certificate of Eligibility. What needs to happen so that I can be issued a Provisional License?

Before the Admissions Department can issue you a Provisional License, it must confirm that 1) you have professional liability coverage through the Oregon State Bar Professional Liability Fund (PLF) or are exempt from that requirement, 2) you have begun or will soon begin working for your pre-approved employer, 3) your Supervising Attorney has begun or will soon begin supervising you, and 4) you have signed and submitted an Oath of a Provisional Licensee.

The Admissions Department will notify PLF that you have been issued a Certificate of Eligibility. PLF will contact you and your employer within 48 hours with instructions on how to establish coverage or exemption status. Please do not contact PLF earlier, as our system may still be processing your new status. If 48 hours have passed since you received your Certificate, and you have not heard from PLF, then it would be appropriate to reach out to PLF directly. PLF will notify the Admissions Department when you have established coverage or exemption status.

The Admissions Department will notify your Supervising Attorney and employer when

you receive your Certificate of Eligibility. Your Supervising Attorney will be asked to identify the date they began or will begin supervising you. Your employer will be asked to identify the first day you started or will start work.

Your Oath of a Provisional Licensee will be uploaded to your Application Portal as an Admission Document shortly after your Provisional License is issued. Please digitally sign this document and upload the signed version as a new document to your Application Portal.

Once the Admissions Department has received 1) notice from PLF that you have established coverage or exemption status, 2) your employer's completed Verification of Employment form, 3) your Supervising Attorney's completed Verification of a Supervising Attorney form, and 4) your signed Oath of a Provisional Licensee, then the Admissions Department will promptly issue a Provisional License. *(Last updated 8/23/24)*

How can I pay the \$500 license fee for my Provisional License?

Shortly after the Admissions Department issues your Provisional License, it will also issue an invoice for your \$500 license fee. You have six months to pay this fee with no late fees or penalties, but you will be immediately suspended if you have not paid this fee by six months from the date you were issued your Provisional License.

This is an annual fee. The Admissions Department will send you another invoice for your \$500 license fee on the anniversary of your Provisional License issue date, until you complete the program.

WORKING UNDER A PROVISIONAL LICENSE

How can I refer to my license status? Can I call myself an attorney?

You should not call yourself an attorney. Instead, refer to yourself as a Provisional Licensee or a "Provisionally Licensed Attorney." When signing documents, use "Provisional Licensee" and your Provisional License Number in your signature block. Remember that under RFA 13.15, many documents must also be signed by your Supervising Attorney or their delegate. *(Last updated 8/23/24)*

What kind of work can I do before I receive my Provisional License?

Before receiving your Provisional License, you are in the same position as any law graduate who has not yet received a license. Many organizations call someone in that position a law clerk. Whatever your title, you cannot do work that would constitute the practice of law until you receive your Provisional License.

Except, of course, if you still have an active Certified Law Student license. Then you can engage in any of the activities allowed by that license, which has the same scope as the Provisional License you will receive. *(Last updated 6/3/24)*

Can I submit work products, client interviews, or negotiations that I completed under a Certified Law Student License but before I was issued a Provisional License?

Yes, as long as you began that work after you graduated from law school and submitted your SPPE application (whichever is later). You may not submit any work product that you began before those times. *(Last updated 8/23/24)*

What kind of work can I do with my Provisional License, and how much supervision is required?

Provisional Licensees are subject to the same restrictions as students or recent graduates who hold Certified Law Student Licenses. Those rules appear [in RFA 13.10- 13.30](#).

The work you do depends on your abilities, your Supervising Attorney's permission, and the client needs. Supervising Attorneys "assume personal professional responsibility for the [Provisional Licensee]'s guidance in any work undertaken and for supervising the quality of the [Provisional Licensee]'s work." RFA 13.30. This is a higher degree of responsibility than the one imposed by Oregon Rule of Professional Conduct 5.5, which governs the responsibility of a licensed lawyer who supervises another fully licensed lawyer.

RFA 13.30 also makes clear that the Supervising Attorney "shall assist the [Provisional Licensee]'s analysis, preparation and performance to the extent the supervising attorney considers appropriate, giving at all times consideration to the interests of the client."

With the Supervising Attorney's consent and supervision, Provisional Licensees can engage in a wide range of lawyering tasks, including "preparation of pleadings and other documents to be filed in any matter in which the student is eligible to appear"¹; preparation of briefs, abstracts, and other documents for appellate courts; taking depositions; drafting contracts and other transactional documents; conducting client intake; and negotiating. RFA 13.15. These and other activities mentioned in the rule are illustrative, not exclusive.

If the Supervising Attorney consents, the Provisional Licensee can engage in these activities outside the Supervising Attorney's presence. The Supervising Attorney, however, must continue to exert general supervision over the Provisional Licensee's work. Note, moreover, that RFA 13.15(1)(c) imposes some restrictions on work for indigent inmates seeking post-conviction relief. *(Last updated 6/3/24)*

Are Provisional Licensees allowed to sign briefs and other documents? If so, does the Supervising Attorney have to co-sign?

The Supervising Attorney must sign all pleadings and other documents filed in any matter, RFA 13.15(1)(a), as well as all documents filed in appellate courts. RFA 13.15(1)(b). Documents filed in connection with post-conviction proceedings must be

signed by the attorney of record. RFA 13.15.(1)(c). All these documents and pleadings “must contain the name” of the Provisional Licensee who participated in drafting the document. RFA 13.15(2) (emphasis added). If the Provisional Licensee participated in drafting only a portion of the document or pleading, “that fact may be mentioned.” Id.

Other documents (i.e., those prepared for non-litigation matters) “must be signed or approved by the supervising attorney before execution by any interested party, and the document must state the extent to which the student [or Provisional Licensee] was involved in drafting the document.” RFA 13.15(3). *(Last updated 6/3/24)*

In addition to reviewing and signing documents, does a Supervising Attorney have to document a Provisional Licensee’s work in any way?

Yes. RFA 13.15(3) provides that when Provisional Licensees participate in non-litigation activities outside the Supervising Attorney’s presence and the activity “does not result in a legal document to be reviewed,” a memorandum recording the eligible law student’s activities must be kept in the file related to the relevant matter. *(Last updated 6/3/24)*

When can I appear in court alongside my Supervising Attorney with my Provisional License?

Under RFA 13.10, a Provisional Licensee can appear in court alongside the Supervising Attorney if all the following conditions are met:

- The Supervising Attorney consents—which indicates that they believe the Provisional Licensee is competent to appear.
- The Supervising Attorney is with the Provisional Licensee at counsel table.
- The judge or presiding officer consents.
- The Supervising Attorney explains the situation to the client.
- The client consents in writing.
- That consent is filed with the court and becomes part of the record.

If the client is the state or another governmental agency, then the supervising attorney for that unit files a written consent. In this case, the Supervising Attorney does not need to explain the situation to the client.

Provisional Licensees are authorized to appear before judges and other presiding officers who consent, but they are not entitled to those appearances. The Provisional Licensee’s appearance is always subject to the judge or presiding officer’s discretion. *(Last updated 6/3/24)*

When can I appear in court with my Provisional License but without my Supervising Attorney?

These appearances always require the Supervising Attorney's consent: the Supervising Attorney determines whether a Provisional Licensee is ready to appear in court on their own. The rules impose additional constraints, depending on the type of client and matter.

If the client is the state, state agency, or another government body, then the Provisional Licensee can appear in court without their Supervising Attorney if all the following conditions are met:

- The Supervising Attorney consents;
- The state agency or governing body's supervising attorney consents in writing;
- That consent is filed with the court and is part of the record;
- The judge or presiding officer consents, either orally or in writing.

If the client is not a government body, then the Provisional Licensee can appear in court without their Supervising Attorney if all the following conditions are met:

- The Supervising Attorney consents.
- The judge or presiding officer consents.
- The Supervising Attorney explains to the client that the Provisional Licensee will appear on their own.
- The client consents in writing.
- That consent is filed with the court and becomes part of the record.
- The matter is not "high stakes" under RFA 13.10(4).

(Last updated 6/3/24)

What is a "high stakes" matter?

There are four categories of "high stakes" matters defined by RFA 13.10(4):

- Any criminal case in which the defendant may be subject to a felony conviction;
- Any juvenile case where the act committed by the juvenile if committed by an adult would have been considered a felony;
- Any commitment proceeding;
- Any oral argument in an appellate court.

(Last updated 6/3/24)

MPRE/ETHICS REQUIREMENT

Does an MPRE score expire?

MPRE scores are good for three years, but that expiration date is tolled as long as the applicant has a valid active application filed with the OSB. If an applicant's MPRE score is more than three years old at the time they file their SPPE application, then they will need to take the exam again and achieve a passing score—or satisfy the journaling alternative in SPPE Rule 6.7. *(Last updated 6/3/24)*

Should Provisional Licensees request and pay for an MPRE score report?

If a Provisional Licensee applicant has a score that will be less than three years old at the time that they file their SPPE application and they have not already transferred the score to Oregon, then they should request that NCBE transfer their official MPRE score to the OSB: [MPRE Bar Exam Scores | NCBE \(ncbex.org\)](#) *(Last updated 6/3/24)*

I do not have a recent passing MPRE score. What should I do?

You should (a) arrange to re-take the MPRE or (b) advise the Admissions Department (by emailing sppe@osbar.gov) that you intend to pursue the journaling alternative outlined in SPPE Rule 6.7. *(Last updated 1/9/26)*

How do I complete the journaling alternative?

The journaling alternative is available only to SPPE Applicants who have passed a law school course on Professional Responsibility. SPPE Applicants who have satisfied that requirement may complete a set of 10 journal entries devoted to issues of professional responsibility or professionalism. Those entries must use the Professional Responsibility Journaling Templates available online and must be at least 600 words apiece, but no longer than 1200 words apiece. Journal entries must draw on rules from at least 5 of the 8 chapters of Oregon's Rules of Professional Conduct.

SPPE Applicants submit these journal entries in the Application Portal rather than the Exam Portal.

For more information, please review the [Regulations for Professional Responsibility Journaling Option](#) and the [Sample Journal Entry](#) available on the website. *(Last updated 9/1/25)*

MCLE AND TRAINING REQUIREMENTS

The SPPE Rule 14.4 requires Provisional Licensees to complete up to 4 hours of training on the SPPE program. What does this training look like?

We have prepared a series of short video modules that Provisional Licensees can watch at their convenience to meet this training requirement. The training modules are available on the SPPE website. These videos answer many of the questions that SPPE applicants raise, so be sure to watch the training videos before contacting the Admissions Department with questions. *(Last updated 1/9/26)*

The SPPE Rules require Provisional Licensees to complete 15 hours of MCLE programming designated by the Board. What does this training look like?

The Board has designated the “Learning the Ropes” programs created each year by the Professional Liability Fund (PLF) for this purpose. MP3 downloads of the programs are available from the PLF [website](#). Scroll down the program list until you find the entries for “Learning the Ropes.” If more than one year’s program is on the site, you should listen to the program from the most recent year.

After you submit your application to participate in the SPPE, the Admissions Department will send you an email with information enabling you to download the MP3 sessions free of charge. The full program may include more than 15 hours of content. If so, you may listen to any 15 hours of your choice.

A template for reporting compliance with this requirement is available on the SPPE website. Submit your completed form to your Application Portal. *(Last updated 1/11/26)*

If I listen to more than 15 hours of the “Learning the Ropes” program, may I claim those additional hours as program time?

No, you may only claim the required 15 hours of program time. However, if your Supervising Attorney requires you to listen to the additional hours, you may log the other hours as an educational activity required by your employer under SPPE Rule 6.12(C). *(Last updated 6/24/24)*

DEI AND ACCESS TO JUSTICE ACTIVITIES

SPPE Rule 6.8 requires Provisional Licensees to devote at least 10 hours to activities related to diversity, equity, inclusion, or access to justice. Are there specific activities that are required, or can I choose which activities to do?

Provisional Licensees may choose these activities. They may engage in any type of pro bono work; complete any MCLE program related to diversity, equity, inclusion, or access to justice; or volunteer with any affinity bar association or affinity section sponsored by the Oregon State Bar. Those affinity groups are listed at <https://www.osbar.org/diversity>.

Provisional Licensees may also engage in self-study to satisfy this requirement. The Admissions Department maintains a [list of approved self-study activities](#) available on the SPPE website. The list includes podcasts, films, books, and other activities that can be used to meet this requirement. Provisional Licensees may propose additions to that list by emailing sppe@osbar.org. *(Last updated 8/23/24)*

Is there a limit to the amount of DEI/Access to Justice hours I can count toward the 675-hour requirement?

You may count an unlimited number of those hours if they qualify as legal work. For activities that are not legal work, you should count only the 10 hours specified by Rule 6.8—although you are welcome to engage in more hours. *(Last updated 6/3/24)*

What must I submit to BBX to demonstrate that I have completed these activities?

Please use the “DEI A2J Template” form, available on the SPPE website, to document that you have completed this requirement. When complete, submit this form to your Application Portal. *(Last updated 8/23/24)*

HOURS AND TIMESHEET

How many hours will it take to complete the SPPE program?

Provisional Licensees must complete 675 hours to meet the hour requirement for the program. Provisional Licensees, however, all exceed the hour requirement while completing other program elements.

During the first year of the program’s operation, Provisional Licensees varied significantly in how long it took them to complete the program. A few applicants were licensed 7 months after they submitted their SPPE application. Others took 15 months. The average time (from application to licensing) has been 11 months. Time in the program depends on each Provisional Licensee’s available time, speed of professional development, and workplace opportunities. The SPPE follows principles of universal design, allowing Provisional Licensees with disabilities, caretaking responsibilities, and other time demands to pursue the program at their own pace. *(Last updated 1/5/26)*

May an SPPE Applicant begin counting hours before they receive their Provisional License?

Yes. SPPE Applicants may begin counting time devoted to legal work and program activities as soon as they submit their application for the program. SPPE Rule 3.5(D). Note, however, that an SPPE Applicant’s legal work may be limited during this waiting period. Unless the SPPE Applicant holds an active Certified Student License, they may not engage in any legal work that constitutes the practice of law. They may only engage in work that unlicensed law school graduates perform. *(Last updated 6/3/24)*

If an SPPE Applicant began work for a Supervising Attorney before they applied to the SPPE, may they count any of those hours?

No. Only hours worked after the SPPE Applicant submitted their application will count towards the SPPE. The submission of the SPPE Applicant’s application marks the time when the SPPE Applicant may begin counting hours. *(Last updated 8/23/24)*

Do I have to work at least 20 hours a week?

No. Your employer must be willing to provide you at least 20 paid hours of work per week, but that does not mean you have to work 20 hours every week. You are, of course, allowed to take time off from the program for vacations, important family commitments, illness, etc. *(Last updated 6/24/24)*

Is there any limit on the number of hours that a Provisional Licensee may log each week?

Yes. Provisional Licensees may count only 40 hours of legal work each week, and they may not carry forward excess hours to subsequent weeks. SPPE Rule 6.12(A). Provisional Licensees, however, may count additional hours devoted to program activities or employer-mandated training if those activities or training do not constitute legal work.

The timesheet provided on the website will account for this when it calculates the total hours that count toward the program each month. *(Last updated 6/24/24)*

Should I continue tracking my hours for the program after I have completed the required 675 hours?

Yes, you must track your hours until the Admissions Department notifies you that you have successfully completed all Program requirements. See SPPE Rule 6.10. *(Last updated 6/24/24)*

What is legal work?

Legal work is “work that is commonly performed by licensed attorneys in Oregon.” Legal work may also “include activities that are also performed by unlicensed individuals, as long as newly licensed attorneys working for the employer regularly incorporate those activities in their work.” SPPE Rule 1.2(K). While waiting to receive their Provisional

Licenses, applicants may engage in the types of legal work that unlicensed law graduates perform.

Legal work is not the same as billable work. You may count time appropriately spent doing legal work, even if you did not bill a client for the work. *(Last updated 6/3/24)*

Are Provisional Licensees allowed to count any hours apart from legal work?

Yes, Provisional Licensees may also count (a) time devoted to SPPE program activities, and (b) time spent in any training or educational activities required by their employer, to the extent those activities are not already counted as legal work. SPPE Rule 6.12(B)-(C). These hours are not subject to the 40-hour weekly cap. *(Last updated 6/3/24)*

How do program activities differ from legal work?

Most of the work that Provisional Licensees perform will be legal work, i.e., work assigned to them by their Supervising Attorney. “Program activities” are limited to work required during the program that a Provisional Licensee would not otherwise perform. If, for example, a Provisional Licensee drafts a memo for their Supervising Attorney, that is legal work subject to the 40-hour cap. The additional time that a Provisional Licensee spends redacting the memo for submission, preparing the cover sheet for that submission, and reviewing any feedback received from BBX Graders counts as “program activities.”

Time devoted to preparing a learning plan; studying for and taking the MPRE (or preparing journal entries related to professional responsibility and professionalism); engaging in up to 10 hours of activities related to diversity, equity, inclusion, or access to justice; watching the MCLE programs required by SPPE Rule 6.9; preparing SPPE timesheets; or submitting portfolio materials also counts as time spent on “program activities.” Timespent fulfilling course requirements (which are a program prerequisite) does not count as a “program activity.” *(Last updated 6/24/24)*

I didn’t take Business Associations in law school, so I’m taking it while working as a Provisional Licensee. May I count those hours towards the 675 required hours?

No. Successful completion of Business Associations and the seven other required courses is a prerequisite for participating in the SPPE. The Supreme Court allows applicants to make up that prerequisite while working as a Provisional Licensee, but those hours do not count towards program completion. *(Last updated 6/24/24)*

How often should a Provisional Licensee submit timesheets to the Application Portal?

You should submit your monthly SPPE timesheet as a PDF to your Application Portal by the 10th of each month with completed entries for the previous month. Even though you only submit the timesheet at the end of the month, you must still record your hours each week and have your Supervising Attorney sign off each week. *(Last updated 8/23/24)*

How often should a Provisional Licensee submit the timesheet cover sheet to the Application Portal?

You should submit the cover sheet for your timesheet in the following situations:

- The first time you submit a monthly timesheet;
- Each time a new Supervising Attorney signs off on your timesheet;
- When you complete 350 hours toward the program;
- With your final portfolio;
- When you submit your December timesheet at the end of year, no later than January 10th of the following year.

To submit the SPPE timesheet cover sheet, upload it to your Application Portal. If you do not have a Provisional License yet, you can leave the line with your Provisional License Number (SPN) blank. *(Last updated 8/23/24)*

Is there a template for SPPE timesheets?

Yes. For convenience, the template has been posted on the SPPE website. You should use this template for all SPPE timesheets. *(Last updated 6/3/24)*

How do SPPE timesheets differ from timekeeping required by an employer?

Employers vary in timekeeping requirements. When completing SPPE timesheets, Provisional Licensees should follow the SPPE requirements rather than any rules established by their employer. **Most importantly**, Provisional Licensees should not name any matters, clients, or other individuals on SPPE timesheets. If a Provisional Licensee keeps timekeeping records for their employer, they should be sure to eliminate that identifying information when transferring hours to the SPPE timesheet. *(Last updated 6/3/24)*

What role do Supervising Attorneys play with respect to timesheets?

Supervising Attorneys must sign each weekly summary in the timesheet, confirming that to the best of their knowledge, the Provisional Licensee completed the hours logged on the timesheet. When doing that, Supervising Attorneys should check to be sure that the Provisional Licensee has not inadvertently revealed client names or other identifying information. Supervising Attorneys may sign timesheets simply by typing their name on the template. For weeks with dates that fall between two months, the Supervising Attorney must sign off on both months. For example, for the week of July 29, 2024-August 2, 2024, the Supervising Attorney must sign off on the week on both the July page and the August page. *(Last updated 6/24/24)*

Do Provisional Licensees have to record start and finish times for each task?

No. They only need to record the total time devoted to the task, rounding to the quarter hour. *(Last updated 6/3/24)*

How detailed should timesheet entries be?

Entries should be detailed enough to give the Admissions Department a sense of the work that the Provisional Licensee is doing, but they do not have to be as detailed as billing records for private clients. Provisional Licensees may group together related tasks on the timesheet. If a Provisional Licensee devotes 3 hours to client intake, for example, they can make a single entry for those 3 hours. There’s no need to break out the interviews with different clients. Similarly, a Provisional Licensee may record 4 hours spent drafting a motion without breaking the time into discrete segments such as research, writing, and proofreading.

Provisional Licensees must, however, divide tasks into blocks of time that do not exceed 5 hours. If a Provisional Licensee spends 7 hours on a task, they must divide the task into smaller units. For example, they might specify that they spent 4 hours drafting a contract, 1 hour reviewing it with their Supervising Attorney, and 2 hours making revisions.

The Admissions Department staff will notify the Provisional Licensee if they believe that a Provisional Licensee should provide more detailed timesheets. *(Last updated 6/24/24)*

Is it okay to use abbreviations for timesheet entries?

Yes, but Provisional Licensees should note those abbreviations in the box at the side of the timesheet. *(Last updated 6/24/24)*

WRITTEN WORK PRODUCTS

How many pieces of written work will I submit to BBX?

To meet the program’s requirement for written work, you must submit eight writings that are each scored as “qualified.” A qualified score means that the written work meets the licensing standard of minimum competence. You may, however, continue submitting writings until you meet the target of eight qualified writings. If you submit a writing that the Graders mark as “not qualified,” you will receive feedback indicating how the writing fell short. You can use that feedback, as well as ongoing feedback from your Supervising Attorney and other colleagues, to improve your work. *(Last updated 6/3/24)*

What types of written work will I submit?

You may submit any written work that addresses a substantive aspect of a legal matter, demonstrates that you understand the legal rules related to the matter, and applies the

rules knowledgeably to the matter. Writings may take the form of any type of work product generally used in law practice. This includes memoranda, correspondence, pleadings, motions, briefs, contracts, wills, legal or statutory analysis articles, white papers, mediation statements, and memos to the file. Those examples are simply illustrative. The SPPE aims to include any type of written legal analysis used in law practice. *(Last updated 9/1/25)*

How can I tell if a written work product is appropriate for submission?

Documents meeting the criteria listed above usually include these elements:

- The writer identifies a legal issue that must be addressed.
- The writer describes a rule governing that issue.
- The writer then applies the rule to the facts of the matter.
- The writer then reaches a conclusion.

The writings, in other words, employ the IRAC (Issue-Rule-Application-Conclusion) formula. Look for those elements in your writings. Writings that contain those elements usually are appropriate for SPPE submission.

In contracts, leases, wills, and other similar documents, some of these elements may be implicit rather than explicit. Lawyers drafting these documents must recognize the legal issues that matter to the transaction, understand the rules governing those issues, and apply the rules to the facts of the transaction. The document may include only the conclusion of that reasoning process, but the process is implicit.

Some lawyers write pleadings and other documents in a similar manner. Rather than spell out the application of legal rules to the facts of a client matter, that analysis is implied in the pleading.

For all documents like this, you should note any missing elements of the IRAC analysis in your cover sheet. Explain to the Graders the legal issues implicit in the document, the applicable rules of law, and your application of those rules to the client's matter. Alternatively, you may annotate your document with footnotes explaining how particular provisions respond to legal issues and reflect your legal reasoning. If you add footnotes of that nature, explain that you have done so on your cover sheet. The SPPE welcomes documents of this nature, but you may need to "show your work" to Graders to receive a qualified score. *(Last updated 9/1/25)*

My Supervising Attorney asked me to write a memo or blog post analyzing a legal issue rather than responding to a particular client matter. Is a writing like that appropriate to submit?

Yes, many of these writings reflect the type of legal analysis described above. They can be effective ways to demonstrate that you understand a set of legal rules and are able to

apply those rules knowledgeably. Just make sure that your writing explains how the rules would apply to some hypothetical situations; you should not simply describe the rules. The application of law to facts is an essential element of legal analysis. *(Last updated 9/1/25)*

What if I create a handout or standardized letter for clients that explains a particular legal rule or process? Is that type of writing appropriate to submit?

These writings may be appropriate but only if they satisfy two conditions. First, the writing must have required legal analysis to produce. If the handout simply explains the clerical or administrative steps a client must follow to achieve a result (such as how to file a legal document), the Graders are likely to reject the writing as having insufficient legal analysis. If producing this type of handout required legal analysis (such as synthesizing complex statutes) you should explain that in your cover sheet.

Second, the writing should demonstrate some application of legal rules to client concerns. The writing should not simply list instructions for a client. Instead, it should explain why the legal process exists, explain how the process may affect particular groups of clients, or show how clients might use the rules to their advantage.

Simplified instructions to clients are very helpful in many practice areas, but some of these documents do not include enough legal analysis to satisfy the SPPE submission requirements. *(Last updated 9/1/25)*

Lawyers in my practice area frequently use forms, samples, or templates that they modify for a particular client or matter. Can I submit a writing based on a form or template?

Yes. The SPPE program refers to underlying forms, samples, or templates as “foundation documents.” When you submit a writing for review, you will indicate whether your writing is based on a foundation document. If it is, you will submit the foundation document as well as your writing based on that foundation. In your writing, you will also highlight the language that you changed, added, or otherwise customized. Note that only those customized words will count towards the minimum word count for the three longer documents you must submit.

When you submit a writing based on a foundation document, make sure that your customized language contains the type of legal analysis required for SPPE submission. Simply filling in names, addresses, and similar details does not show sufficient legal analysis for the Graders to evaluate that submission. *(Last updated 9/1/25)*

What if I borrow some language from a sample used in my workplace or that I find online? Should I treat sources like that as foundation documents?

Yes, you should submit foundation documents whenever you borrow substantive language from a form, sample, template, or other secondary source. If you borrow language from more than one source, you should combine those sources into a single PDF to submit as your foundation document—and explain the role of each source on your cover sheet.

You do not need to submit primary sources (such as court opinions, statutes, or regulations) as foundation documents. Those sources should be appropriately quoted and cited in your writing, but do not constitute foundation documents.

Nor do you need to submit a source that simply provides the structure or standard format for your writing, such as a template for an office memo or appellate brief. Similarly, standardized introductory or concluding sections of a writing (including jurisdictional statements) do not need to be submitted as foundation documents.

Note that Graders do not downgrade writings that draw language from other sources. On the contrary, Graders are sometimes wary of writings that reflect a common lawyering task but lack any foundation documents. Graders respect the use of foundation documents as smart, efficient lawyering. *(Last updated 9/1/25)*

How about other documents in a client file? Are those foundation documents if I use language from them?

Yes. Whenever you borrow substantive language from another source, that source is a foundation document. “Substantive” language includes discussions of issues, rules, or facts. So if you write a brief that draws its statement of facts from a memo to the file, the memo is a foundation document for your brief. Similarly, if you write a demand letter that draws analysis of a statute from a client letter, the client letter is a foundation document.

There is one important exception: If you wrote the source document (the one that you are borrowing from), you do not have to treat that source document as a foundation document—*unless* you have also submitted the source document as part of your SPPE portfolio. See below for a FAQ discussing this situation (when you submit multiple documents from the same client file). *(Last updated 9/1/25)*

Is it ok to use artificial intelligence (AI) to generate a first draft of a writing?

Yes, but you should treat the AI draft as a foundation document. Explain how you used AI in your cover sheet, upload the AI draft as a foundation document, and highlight the language you altered in your writing. As with other foundation

documents, only your customization will count towards the minimum word count for the three longer documents you must submit. *(Last updated 9/1/25)*

What foundation documents should I submit if I drew language from several different sources?

Combine all the underlying documents into a single PDF and upload that PDF as your foundation document. Then explain the role of the different sources in your cover sheet.

Do not, however, upload large sets of materials as foundation documents. Instead, include only segments from the materials that contributed language to your writing. Graders should be able to compare the foundation document(s) easily with your writing.

(Last updated 9/1/25)

Is there a minimum word count for writings?

Three of the writings scored as qualified must include at least 1500 words, not including headers or signature blocks (but including footnotes and citations). If the document is based on a foundation document, then only the added or customized words count. There is no minimum word count for the other five writings, but each must be long enough to meet the requirements listed in SPPE Rule 6.4. Graders have noted that documents with fewer than 350 words rarely meet those requirements. *(Last updated 9/1/25)*

SPPE Rule 6.4(A)(2) states that each piece of work product must constitute a separate piece of work. What does that mean?

This means that you cannot take a memo, brief, or other document and submit each section as a separate writing. You may choose to submit only part of a longer document, but you cannot later submit other portions of that document. The Admissions Department checks for submissions that violate this rule.

If you choose to submit only part of a longer writing, note in the cover sheet that you have done so and explain how the submitted portion relates to the longer document.

What if I worked on several documents related to the same client matter? May I submit them as separate writings?

Yes, under some circumstances this is appropriate. You might, for example, have first produced a memo analyzing a client’s claims, then later written a complaint embodying those claims. Or you might have written an advice letter to a client and then created a will or contract reflecting that advice. These writings reflect different styles and approaches so it is permissible to submit more than one of them.

Be aware, however, of two caveats. First, your eight writings must address at least eight distinct legal issues—with each writing contributing discussion of at least one distinctive issue. So, if your first document addressed a single legal issue, you cannot submit a

second document (whether for the same client or a different one) addressing the same issue.

Second, if one document borrows language directly from a previous submission, you should submit the previous document as a foundation document and highlight the new language in your second submission. You might, for example, have written a statement of facts—or described a key legal precedent—that you use in both documents. That is fine, but you should treat the first document as a foundation document for the second one. *(Last updated 9/1/25)*

SPPE Rule 6.4(A)(3) requires each writing to “address at least one legal issue that differs from the legal issues addressed in other pieces of work product.” How does this work in practice?

The Admissions Department administers this rule by applying two requirements. First, your writings must address a total of at least eight distinctive issues. Second, each writing must contribute at least one distinctive issue to the total.

After you have received a “qualified” score on eight writings, the Admissions Department will ask you to complete a simple Issue Tracking Form (available online) that details the issues addressed in your writings. The Department will then compare those descriptions to your writings to ensure that you have met the distinctive issue requirement.

Do not, however, wait until you have completed your submissions to think about this requirement! The cover sheet for each writing requires you to identify up to three legal issues that the writing addresses, and you are welcome to list more than three issues. As you choose writings for submission, check the cover sheets for previously submitted writings to make sure you are not running afoul of the distinctive issue requirement. You are also welcome to download the Issue Tracking Form while you are still making submissions and to use that form to track compliance with the requirement. *(Last updated 9/1/25)*

How do I know if an issue is sufficiently distinctive?

The Admissions Department defines issues relatively narrowly. The Fourth Amendment, for example, includes many different legal issues. A prosecutor or defense lawyer might submit eight documents all addressing different Fourth Amendment issues. To determine whether your writings address different issues, look at the authority you cite. Citations to different statutory sections, rules, regulations, constitutional provisions, or judicial opinions almost always mean that you have addressed different issues.

If you rely upon the same statute, rule, regulation, or judicial precedent in two writings, you may be addressing the same issue rather than distinctive ones. Consider whether a single statute, rule, regulation, or constitutional provision has spawned different lines of cases. If it has, and you are citing different cases in your writings, then the issues probably are distinct.

You can also consider the way you have organized the discussion in your writing. If you identify different issues for the reader or organize the discussion under different headings, then those issues probably are distinct. *(Last updated 9/1/25)*

Do I need a client’s consent before submitting a document related to a client matter?

Yes. SPPE Rule 6.4(F)(2) explicitly requires you to obtain that consent. When requesting consent, you will want to explain to the client the many ways in which their identity and interests will be protected. See the FAQs below on redaction and other measures to protect client interests. *(Last updated 9/1/25)*

Does a client have to consent in writing to submission of a document related to their matter?

No, an oral consent is sufficient. It is good practice, however, to document that consent with a note to the file. For your convenience, you may want to use the “Client Consent” form posted on the SPPE website. Use of this form, however, is not required. *(Last updated 6/24/24)*

Do I need client consent if I submit a document that has been filed publicly?

Yes, the Supreme Court determined that consent should be obtained before submitting any document related to a client matter. This shows appropriate respect for the client’s interests. *(Last updated 6/24/24)*

Does the citation format in the written work product matter to the Grader?

No, as long as the citation format is appropriate for the work product’s intended audience. You should take particular care to make your citation form consistent; Graders may notice sloppy or inconsistent citation form, which will affect their evaluation of the document. *(Last updated 6/3/24)*

May I consult other lawyers or accept their editing suggestions for writings that I submit?

Yes. When you submit a writing, you will complete a cover sheet indicating the type of assistance you received. Your Supervising Attorney will review that cover sheet and, based on both your disclosures and their independent knowledge of your work, will attest that the work product sufficiently reflects your knowledge/research, analysis, and writing that the Board of Bar Examiners can meaningfully assess your competence from the work product. If the Supervising Attorney cannot make that attestation, you will need to submit a different work product that does meet the standard.

This standard reflects the fact that competent attorneys often collaborate with others to improve their work. At the same time, the standard recognizes that a minimally competent attorney must be able to produce writings that are primarily their own work.

We will provide training to Supervising Attorneys that will help them apply this standard. The standard builds on the strong interest that Supervising Attorneys have in developing new lawyers who can create independent work product. *(Last updated 6/3/24)*

Will the Graders who score my writings have knowledge of my practice area?

Not necessarily. Provisional Licensees work in so many practice areas that it would be impossible to assign all submitted work to Graders with knowledge of the practice area. Some of your written work will be assessed by Graders familiar with the field; other work will be scored by Graders who lack that familiarity. Numerous Graders will assess your work over time, providing different perspectives. The SPPE, however, is built on the assumption that all competent legal work shares common characteristics. Those characteristics are reflected in the rubrics that Graders will apply to your work. Those rubrics are posted on the SPPE website. *(Last updated 6/3/24)*

But if a Grader is unfamiliar with my practice area, how will they know that I have cited correct rules of law?

Your Supervising Attorney will attest that, to the best of their knowledge, the legal analysis in the work product is correct. The Graders thus will rely to some extent on the expertise of the Supervising Attorney. In addition, Graders will check authorities cited in your document (or listed on the accompanying cover sheet) to ensure that analyses rest upon correctly stated principles of law. *(Last updated 8/23/24)*

Will I receive feedback on the written work I submit?

Yes. At least one Grader (and often two) will complete a rubric assessing your work. You will receive their completed rubric(s), along with any comments. We hope this feedback will be useful, whether or not the Graders score your writing as qualified. *(Last updated 6/3/24)*

What does it mean if Graders mark my work “rejected” rather than giving it a “qualified” or “not qualified” score?

A “rejected” score means that the Graders found the writing inappropriate for SPPE submission. Most often this means that the writing did not display sufficient legal analysis for the Graders to assess. A rejected writing may have been an appropriate and helpful one for your workplace, but it did not fit the SPPE portfolio requirements.

If I submit writings drawn from my work with clients, won’t that compromise attorney- client privilege or other client interests?

No. You will redact all written work to protect your identity, that of your Supervising Attorney and employer, and all information that might identify any other individual or organization. You will also redact the names of streets, towns, counties, and other geographic references that are smaller than a state. Your Supervising Attorney will review those

redactions and attest that they are appropriate. The SPPE website includes a handout and training video to guide you and your Supervising Attorney on best practices for this redaction.

To create another level of protection, your Supervising Attorney will provide information enabling the Admissions Department to shield Graders from seeing work product related to a matter in which their organization represents an adverse party (or, for Graders who are judges, work product related to a matter that has been or may be filed in their court). You will also obtain client consent before submitting any documents. Writings you submit, finally, will not be shared outside BBX or the Admissions Department. *(Last updated 9/1/25)*

What kind of information should I redact?

You should redact any information that identifies an individual or organization, phone numbers or addresses, and most place names. You should also redact any other material that would disclose confidential information.

To preserve anonymity while grading, you will identify your writings and accompanying documents with your Confidential Exam ID (provided by the Admissions Department) rather than with your name. *(Last updated 6/3/24)*

Should I redact words by blacking them out?

No. Blacking out words or numbers makes the document difficult for Graders to understand and assess fairly. Instead, use generic words in brackets to replace redacted information. For example, if your document reads “Mx. Jones worked at Local Lion Elementary School for 10 years,” you would redact the document to read “[The Plaintiff-Employee] worked at [the Defendant-Employer’s elementary school] for 10 years.” Similarly, you could redact the phrase “Our client, Jiang Lu, lived at 430 Forrest Place” to read “Our client, [name], lived at [address]. Watch the training video on redaction for more examples. *(Last updated 6/3/24)*

Should I redact whole sentences or paragraphs?

Only if that is necessary to protect confidential information. If you must redact full sentences and paragraphs, however, the document may not be suitable for grading. Try to redact words within the sentences and paragraphs, as explained above. If you must redact full sentences or paragraphs, include a bracketed note describing in general terms what has been redacted. E.g. “[Redacted paragraph includes the client’s trade secrets, which are not necessary to follow the legal analysis.]” If the redacted information is important for the Grader to understand your analysis, you should choose a different document for submission. *(Last updated 6/3/24)*

When filling out the cover sheet, what does the Grader need to know about the document’s context?

The Graders will benefit from understanding the document’s intended purpose and audience, as well as any issues you intentionally did not address in the document.

You should explain whether the document is intended to be an objective analysis or an advocacy piece. You should also explain whether the document is intended for the client, court, Supervising Attorney, opposing party, or a different audience.

Additionally, you should explain any legal issues that you identified but did not discuss. Suppose, for example, that the document is a motion to suppress evidence in a criminal case. You may have made a strategic decision to rest the argument on one Fourth Amendment claim and to omit another. It is important to explain that type of decision on the cover sheet. Otherwise, the Grader may think that you overlooked a key issue.

Or, if the document is a letter advising a client on a legal matter, the letter may be part of an ongoing dialogue with the client. For the Grader to evaluate the document fairly, you should explain that context and perhaps note other issues that have already been addressed with the client.

Similarly, an email or memo to your Supervising Attorney may omit facts or legal rules that are already familiar to your supervisor. Be sure to explain those facts and rules on your cover sheet. Before submitting a document, read it from the perspective of a third party who knows nothing about the document or the matter to which it relates. This will help you identify information that should be explained on the cover sheet.

Providing context is particularly important for contracts, leases, wills, and other documents of that nature. Much of the legal analysis for these documents occurs in the lawyer’s head, with just the conclusion reflected in the document itself. If you submit a document like this, use the cover sheet to explain the facts, issues, and strategies underlying the transactional document.

Finally, you should include any other information that you think will help the Graders understand why you wrote the work product the way you did. For example, does your organization require attorneys to follow an unusual format for this type of work product?
(Last updated 9/1/25)

The cover sheet asks me to list up to three legal issues. What if the document addresses more or less than that?

For the cover sheet, you must identify at least one legal issue, and you can identify up to three legal issues. You are also welcome to list more than three legal issues, but put the most important issues first. This list serves two purposes: (1) It helps orient the Grader to your document, and (2) It helps you track compliance with the “distinctive issue” requirement

discussed above. *(Last updated 9/1/25)*

Why do I have to share my research strategy on the cover sheet? What information should I include or exclude?

Think of this question as an opportunity to reflect on your research strategies and check whether a document is appropriate for submission. You can identify a wide range of research strategies such as searching the issue on Google, discussing it with attorneys in your firm, or reviewing secondary sources on Westlaw, Lexis, or OSB's Bar Books. Smart lawyering involves using the resources available to you.

The description of your research strategy also helps the Grader decide how many of your sources to check. If your only research strategy was using Google, the Grader may check more of your sources for accuracy. If you describe a detailed research plan using authoritative sources, Graders may check fewer sources.

Remember to include the strategies you used to identify facts needed to complete the document. In some cases, you may already have been familiar with all the needed facts and could write something like "I had previously reviewed the case file and was familiar with all the necessary facts." But if you needed to confirm facts or uncover new ones, be sure to describe that. You might, for example, write: "After researching the legal rules I identified some new facts I needed from the client. With my Supervising Attorney's permission, I called the client to obtain those facts."

If you can't think of any research strategies you used to develop a work product, that may signal the work product is not appropriate to submit for grading. For example, if you would have to answer this question by writing: "My Supervising Attorney gave me a motion that they used in another case and told me just to change the names and dates," then this is not an appropriate writing to submit. *(Last updated 9/1/25)*

May I use artificial intelligence (AI) tools for research, editing, or other parts of my writing process?

Yes, but remember that if you use AI to generate a first draft of your writing, you must treat that draft as a foundation document and follow the rules (discussed above) related to foundation documents. *Remember also that you are responsible for the correctness of all material you submit. Many AI platforms still generate incorrect legal rules, improper case citations, and other flawed material.* Be sure to check any AI-generated information against controlling legal authority.

What does my Supervising Attorney need to know about the "Attestation and Conflict Information" form?

The information included on this form is essential. The Admissions Department will not forward a work product to Graders if any information is missing. Before signing the attestation, the Supervising Attorney should review each attestation carefully. Provisional Licensees are

responsible for redacting work product, but Supervising Attorneys are responsible for ensuring that appropriate redaction has occurred. Otherwise, submitted work product may compromise client confidentiality.

Conflict information is used to shield submissions from Graders who work for an organization that might have an adverse interest (or other conflict) related to the work product. Supervising Attorneys should not attempt to determine whether conflict information is necessary for this purpose—they must provide all requested information. Otherwise, the Admissions Department will not accept the submission for grading.

When providing conflict information, Supervising Attorneys must name any court in which a matter *may* be filed, even if the matter is not yet subject to litigation. Some judges serve as SPPE Graders, and we do not want them to read internal documents related to matters they later adjudicate. If a matter will not be filed in court, the Supervising Attorney may write “NA” but must give a brief explanation (such as “transactional document”).

Similarly, Supervising Attorneys may write “NA” for matters that do not have an opposing counsel—but they must explain that “NA.” Appropriate explanations include “opposing party is pro se,” “estate plan,” or “research memo unconnected to a client matter.” The Admissions Department requires this explanation because Supervising Attorneys have sometimes mistakenly entered “NA” in this field. To avoid creating unfortunate conflicts (and wasting Grader time), the Admissions Department requires an explanation for any “NA” entry.

Some Supervising Attorneys have given Provisional Licensees “mock exercises” based on closed files in their office. Even though those files are closed, the Supervising Attorney should provide the requested conflict information for that file. Even though a particular matter is closed, it could be damaging for a Grader who works for an organization that represented an adverse party to read those documents.

I’m struggling to find appropriate writings to submit for grading. What should I do?

First talk with your Supervising Attorney about your difficulty. Together, you may be able to identify more opportunities for you to generate appropriate writings. Some Supervising Attorneys have given Provisional Licensees mock assignments, asking them to write memos, client letters, or other documents for a client matter that has already been concluded. These assignments can help you learn about your practice area while also generating portfolio submissions. (See above, however, about providing conflict information for “mock” assignments based on actual files.)

Other Supervising Attorneys have asked Provisional Licensees to explore new statutes, court opinions, or legal issues that might be helpful to the organization’s clients. These assignments can expand your expertise and contribute value to your organization while generating portfolio submissions.

If you still are unable to create enough writings for your portfolio, you may request a writing

assignment from the SPPE's Issue Bank. The Issue Bank includes a limited number of writing prompts; you will not be able to request one in a particular practice area. For that reason, you should exhaust every opportunity to generate writings within your workplace. Responding to prompts from the Issue Bank will take time away from your law practice and development of your practice-specific expertise.

To request a writing prompt from the Issue Bank, email sppe@osbar.org. You should also review the Regulations Related to "Issue Bank" and Simulation Materials on the SPPE website. *(Last updated 9/1/25)*

NEGOTIATION SKILLS

What is the negotiation skills requirement?

Provisional Licensees who participate in the SPPE must demonstrate their negotiation skills by leading two interactions with a party that holds competing interests. The SPPE rules originally required participation in a "negotiation," but the rules were amended to allow Provisional Licensees to demonstrate negotiation skills in a negotiation, mediation, settlement conference, or arbitration. To satisfy the requirement, you must lead at least two interactions that allow you to demonstrate your negotiating skills. You and your Supervising Attorney (or their delegate) will document those negotiations using templates and rubrics provided by the Board of Bar Examiners (BBX). A BBX Grader will score your competence based on those submissions. You will find the templates, rubrics, and BBX grading sheet on the SPPE website. *(Last updated 9/1/25)*

How many interactions demonstrating my negotiation skills must I document for BBX?

To meet this requirement, you must document two interactions that demonstrate your negotiation skills and that are each scored as "qualified." A qualified score means that the interaction meets the licensing standard of minimum competence. You may, however, document as many interactions as you need to meet the target of two qualified interactions demonstrating your negotiation skills. If you document an interaction that a Grader marks as "not qualified," you will receive feedback indicating how your demonstration of negotiation skills fell short. You can use that feedback, as well as ongoing feedback from your Supervising Attorney and other colleagues, to improve your work. *(Last updated 9/1/25)*

What types of interactions count for this requirement?

The interaction must be one that allows you to demonstrate your negotiation skills. Lawyers demonstrate these skills when they attempt to reach an agreement with another person through mutual concessions and problem solving. A third party may be present, but should play a minimal role in directing agreement. Arguments in the courtroom are not negotiations because they are directed at a third party (the judge) who will render a decision. A plea-bargaining session or settlement conference conducted outside the

courtroom, on the other hand, offers a classic context for demonstrating negotiation skills. The parties may take into account likely decisions by a judge or jury, but they attempt to reach an agreement on their own.

Mediations also allow lawyers to demonstrate their negotiating skills. The mediator facilitates the discussion, but the participants attempt to reach an agreement through their mutual concessions and problem solving. Settlement conferences conducted in the presence of a judge or other third party may also provide a context for demonstrating negotiation skills, if the judge does not control the decision-making too closely. Arbitrations in which the arbitrator attempts to facilitate resolution rather than dictate results may also provide an appropriate context. Formal arbitrations in which parties advocate directly to the arbitrator(s), on the other hand, are more like courtroom advocacy. Those skills are important for some lawyers but do not satisfy the SPPE's requirement that you demonstrate negotiation skills.

Note that interactions demonstrating negotiation skills do "not have to focus on final resolution of a client matter." Instead, the interaction "may focus on preliminary or interim matters." Provisional Licensees may also demonstrate their negotiation skills in any practice context, including "litigation, transactional, regulatory, or other matters."

Be sure, however, to choose interactions that will allow your Supervising Attorney to assess your ability to express your position and your responsiveness to an opposing party. The interaction, in other words, should involve some back-and-forth between you and your opponent. A simple demand letter does not constitute a negotiation—although you may be able to submit a demand letter as one of the writings required by the SPPE.

The criteria on the negotiation rubric completed by your Supervising Attorney can help guide your choice of interactions. If the Supervising Attorney checks "NA" on too many criteria, the Grader may find the information insufficient to assess your competence. Look, therefore, for interactions that will allow you to demonstrate your competence on most or all those criteria. *(Last updated 9/1/25)*

Do the interactions have to occur in person?

No. The interaction may occur in person, by telephone, by video, or in any other manner. You may also ask your Supervising Attorney to assess an interaction that occurred entirely in writing (such as by email or an exchange of letters). Be sure, however, that your Supervising Attorney can assess your interaction with the opponent. If you invite your Supervising Attorney to observe an interaction that occurs by telephone, for example, they should be able to hear both you and your opponent. Similarly, if you use a written exchange to satisfy this requirement, that exchange must include interaction with the opponent. *(Last updated 9/1/25)*

Does an interaction have to be with an attorney?

No, although it must be an interaction that occurs as part of your law practice. Most of those interactions occur with opposing counsel, but some do not. Provisional Licensees may also use their negotiating skills in interactions with claims adjusters, contract managers, regulators, and other individuals who become involved in legal matters. In some situations, Provisional Licensees may negotiate with pro se litigants. Provisional Licensees who work in-house may also negotiate legal matters with representatives in other parts of the organization.

I often feel like I’m negotiating with clients. Are those interactions appropriate for submission to show my negotiating skills?

In most cases, interactions with clients are not appropriate for satisfying this portfolio requirement. Instead, most of those interactions should be classified as client counseling sessions. Graders have accepted only two types of client interactions to satisfy the negotiation skills requirement: (1) interactions that an in-house Provisional Licensee has with representatives of other organizational departments, in which the Provisional Licensee and other representatives of the other department attempt to resolve a disputed matter; and (2) interactions with clients to set a fee or resolve a fee dispute.

May I ask other attorneys for advice before I conduct the interaction demonstrating my negotiation skills?

Absolutely. You should gather as much advice as you need to inform the interaction. The Supervising Attorney’s rubric, in fact, requires them to discuss the interaction with you in advance or to review your written plan. Adequate preparation for negotiation is part of minimum competence. *(Last updated 9/1/25)*

What if I conduct an interaction together with my Supervising Attorney or another attorney? Will that count for this requirement?

SPPE Rule 6.6(D) requires your Supervising Attorney to attest that you led the interaction, with little or no assistance from the Supervising Attorney. Your Supervising Attorney or another attorney may participate in the interaction, but you should be the one taking the lead for your side. Remember that you don’t have to document your first demonstrations of negotiation skills for the SPPE. You can learn and grow with feedback from other attorneys until you feel comfortable taking the lead. *(Last updated 9/1/25)*

What if I’m leading an interaction but I want to ask my Supervising Attorney for input on an issue? Is that allowed?

Yes. The client’s needs are paramount so, if you need your Supervising Attorney’s input to address an issue that arises, you should request that input. After the interaction concludes, you and your Supervising Attorney can decide whether your role was sufficient that you “led” the interaction. Requesting assistance on some points does not

necessarily detract from you leading an interaction. Sometimes it's wise to consult with team members during an interaction. *(Last updated 9/1/25)*

Do I need any client consent as I satisfy this requirement?

Yes, the client must consent to you leading the interaction. The consent need not be in writing. *See SPPE Rule 6.6(A) & (B). (Last updated 1/10/26)*

Most of the interactions in which I use negotiation skills are confidential and privileged. Will I violate any professional duties if I document those interactions for this requirement?

No, you will be able to document these interactions while still meeting all your professional responsibilities. Even if your interaction occurs in writing, you will not submit the interaction itself to BBX; you will submit only the documents prepared by you and your Supervising Attorney. Those documents focus on your competence in conducting the interaction without revealing the client's identity, details about the underlying matter, or the substance of any communications. Before submitting those documents, you and your Supervising Attorney should review them to ensure that they include no information revealing your client's identity or disclosing confidences.

To create another level of protection, your Supervising Attorney will provide information enabling BBX to shield Graders from seeing documentation related to a matter in which their organization represents an adverse party (or, for Graders who are judges, documentation related to a matter that has been or may be filed in their court). Documentation of interactions you submit, finally, will not be shared outside BBX or the Admissions Department. *(Last updated 9/1/25)*

If BBX doesn't review the interaction, how will they assess competence?

The rubric that Graders will apply to these interactions uses an "entrustment" approach. Medical professionals have used this approach successfully to assess the competence of new doctors. The Grader will review the information provided by you and your Supervising Attorney and then answer this question: Based on that review, "would you allow the Provisional Licensee to conduct an unsupervised interaction requiring negotiation skills in their practice area?" If the Grader answers "yes," then the interaction is marked "qualified." A "no" answer means that the interaction is not qualified. *(Last updated 1/10/26)*

Will I receive feedback from BBX on my negotiation skills?

If a Grader marks the interaction as "not qualified," then they will provide comments noting how you can improve to achieve a "qualified" rating. If the Grader scores your interaction as "qualified," you probably will not receive further feedback. Under those circumstances, you will already have detailed feedback from your Supervising Attorney.

(Last updated 9/1/25)

What does a “rejected” score mean?

This score means that the interaction did not fit the requirements outlined above.

There are lots of negotiating styles. Will the BBX Grader expect me to use a particular style?

BBX Graders will not prefer one negotiation style over another. The Supervising Attorney’s rubric focuses on basic components of negotiation skills, such as avoiding misrepresentations of material facts, remaining within the bounds of client authority, and articulating your position. You should review that rubric to understand the criteria that your Supervising Attorney and BBX will apply.

You will also have an opportunity to explain your negotiation approach on the cover sheet you complete after the interaction. If you adopted a particular approach given the needs of your client or your opponent’s negotiating style, you can explain that. *(Last updated 9/1/25)*

Do I have to prevail in the interaction to receive a qualified rating?

No. The BBX Graders understand that some positions are difficult to advance and that some opponents resist compromise. Your Supervising Attorney will score the interaction using the criteria on the rubric, which are independent of the strength of your position or whether you prevailed. The Graders will consider that rubric, along with the information on your cover sheet, to determine whether you demonstrated minimum competence during the interaction. *(Last updated 9/1/25)*

What if an opponent accepts my initial offer? Does that type of interaction satisfy this requirement?

That depends. SPPE Rule 6.6(C), as explained above, requires that the interaction give your Supervising Attorney an opportunity to assess both your ability to express your position and your responsiveness to the opposing party’s concerns. If your cover sheet shows that you gave detailed consideration to your opponent’s concerns in formulating an initial offer, then a brief interaction might satisfy this requirement. The SPPE program does not want to penalize thoughtfulness. If you have several interactions to choose from however, it is safer to choose one in which you had a more prolonged interaction with an opponent. Those interactions are easier for Graders to assess.

My Supervising Attorney is too busy to observe me demonstrating my negotiation skills. How should I handle that?

SPPE Rule 5.4 allows Supervising Attorneys to delegate some of their duties—including the assessment of interactions satisfying this portfolio component—to another employee

working for the same employer if: (a) that employee is an active member of the Oregon State Bar, and (b) the employee has the knowledge and skills to supervise the Provisional Licensee effectively. *(Last updated 9/1/25)*

Do you have any advice for completing the cover sheet that I'll use to describe an interaction demonstrating negotiation skills?

Be as candid and complete as possible without revealing the identity of your client or details of their matter. Don't be afraid to identify challenging aspects of the interaction, goals you were unable to meet, or ways in which you would prepare differently for a future interaction. The Graders understand that you are still developing your lawyering skills. During this early stage of your career, minimum competence includes recognizing errors, learning from them, and noting how you plan to improve. *(Last updated 9/1/25)*

Do you have any tips for Supervising Attorneys filling out the Conflict Information sheet?

The information requested on this sheet is essential. Conflict information is used to shield submissions from Graders who work for an organization that might have an adverse interest (or other conflict) related to the work product. Supervising Attorneys should not attempt to determine whether conflict information is necessary for this purpose—they must provide all requested information. Otherwise, the Admissions Department will not accept the submission for grading.

When providing conflict information, Supervising Attorneys must name any court in which a matter *may* be filed, even if the matter is not yet subject to litigation. Some judges serve as SPPE Graders, and we do not want them to read about negotiations related to matters they later adjudicate. If a matter will not be filed in court, the Supervising Attorney may write "NA" but must give a brief explanation (such as "transactional negotiation").

Similarly, Supervising Attorneys may write "NA" for matters that do not have an opposing counsel—but they must explain that "NA." An appropriate explanation might be "opposing party is pro se." The Admissions Department requires this explanation because Supervising Attorneys have sometimes mistakenly entered "NA" in this field. To avoid creating unfortunate conflicts (and wasting Grader time), the Admissions Department requires an explanation for any "NA" entry.

In my future practice area, I won't conduct any negotiations. Why do I have to demonstrate competence in negotiation skills if that's not part of my practice?

Negotiation skills are useful in all types of law practice. Even if you find an area in which you do not personally use those skills, it is important for any attorney to understand processes that use negotiation skills. The SPPE does not require you to demonstrate a sophisticated command of negotiation skills; you only need show your minimum competence at that lawyering skill. That is an essential competency for all licensed

lawyers.

Note that the SPPE program does not require Provisional Licensees to demonstrate competence in trial advocacy skills. Those skills are essential in some practice areas, but are irrelevant to other practices. The SPPE focuses on negotiation skills, rather than trial advocacy ones, precisely because negotiation skills apply to such a wide spectrum of practice areas. *(Last updated 9/1/25)*

It's just not possible for me to demonstrate negotiation skills in the legal work I perform. How can I satisfy this requirement?

You should first talk with your Supervising Attorney about whether there are creative ways to meet this requirement within your workplace. Even if your assigned work does not require you to exercise negotiation skills, it may be possible for you to demonstrate those skills as part of another matter handled by your organization. Alternatively, you may be able to take on a pro bono matter under the supervision of your Supervising Attorney or their delegate; those matters are likely to give you opportunities to demonstrate your negotiation skills. It is in your employer's best interest, as well as your own, to help you develop all the competencies needed for law practice.

If these options are not feasible, you will be able to participate in simulated negotiations arranged by the Admissions Department. The Admissions Department will pair you with another Provisional Licensee needing a simulation, and you will negotiate with one another by email. Your Supervising Attorney will assess your part in the negotiation using the same rubric used to demonstrate negotiation skills in the context of client matters. You will also complete a cover sheet for the simulated negotiation. The Graders will assess your negotiation skills by reviewing the Supervising Attorney's rubric, your cover sheet, *and* the transcript of the email exchange.

Note that simulated negotiations may require you to gain some familiarity with practice areas other than the one in which you are working. It will be most convenient for you if you can find a way to satisfy this requirement within your workplace. *(Last updated 9/1/25)*

How do I arrange for a simulated negotiation?

Request a simulated negotiation by emailing sppe@osbar.org. You should also review the Regulations Related to "Issue Bank" and Simulation Materials on the SPPE website. Note that there may be some delay as the Admissions Department pairs you with another Provisional Licensee. Make these requests early rather than waiting until shortly before you wish to submit a portfolio. *(Last updated 9/1/25)*

CLIENT INTERACTIONS

What is the Client Interaction Requirement?

Provisional Licensees who participate in the SPPE must lead at least two client interactions that are assessed by their Supervising Attorney. The interactions may take the form of a client interview, client counseling session, or (for prosecutors) discussion with a complainant. You and your Supervising Attorney will document these interactions using templates and rubrics provided by the Board of Bar Examiners (BBX). A BBX Grader will score the Provisional Licensee's competence based on those submissions. The templates, rubrics, and BBX grading sheet are available on the SPPE website. *(Last updated 6/3/24)*

How many client interactions must I document for BBX?

To meet the program's requirement for client interactions, you must document two interactions that are each scored as "qualified." A qualified score means that the client interaction meets the licensing standard of minimum competence. You may, however, document as many interactions as you need to meet the target of two qualified interactions. If you document an interaction that a Grader marks as "not qualified," you will receive feedback indicating how your interaction fell short. You can use that feedback, as well as ongoing feedback from your Supervising Attorney and other colleagues, to improve your work. *(Last updated 6/3/24)*

What types of client interactions count for this requirement?

The interaction may be a client interview or counseling session. If you work as a prosecutor, you may use a discussion with a complainant to meet this requirement. Be sure, however, to document a client interaction that includes substantive discussion of the client's (or complainant's) matter. You should choose an interaction for which your Supervising Attorney can assess you on most of the criteria on their rubric. If the Supervising Attorney checks "NA" on too many criteria, the Grader may find the information insufficient to assess your competence.

Note that you should not submit interviews with witnesses unless they are also clients. This requirement focuses specifically on interactions with clients. *(Last updated 9/1/25)*

What is the difference between a client interview and a client counseling session?

The SPPE program uses the term "client interview" to refer to initial interactions with a client. During those interactions, the attorney covers introductory matters (such as explaining the attorney-client privilege), learns about the client's concerns, and offers some initial feedback to the client. The program uses the term "client counseling session" to refer to subsequent interactions, where the focus shifts to discussing options with the client, exploring any changes in the client's circumstances or goals, and helping the client

choose next steps. If you look at the Supervising Attorney’s rubrics for these two types of interaction, you will get a more detailed sense of the difference. In most cases, you should use the client interview rubric only for the first substantive interaction with a client—and use the client counseling session rubric for other interactions. *(Last updated 6/24/24)*

Do client interactions have to occur in person?

No. The interaction may occur in person, by telephone, by video, or in any other manner. You may also ask your Supervising Attorney to assess an interaction that occurred entirely in writing (such as by email or an exchange of letters). Be sure, however, that your Supervising Attorney is able to assess your *interaction* with the client. If you invite your Supervising Attorney to witness an interaction that occurs by telephone, they should be able to hear both you and your client.

Similarly, if you use a written exchange to satisfy this requirement, that exchange must include interaction with the client. A letter in which you offer advice to the client will not satisfy this requirement unless it is part of a larger exchange that your Supervising Attorney is able to assess. You may be able to submit a stand-alone client letter as one of your written work products, but the client interaction requirement requires interaction. *(Last updated 6/3/24)*

I work in-house for a business or government agency, so I don’t serve traditional clients. How will I satisfy this requirement?

SPPE Rule 6.5(E) provides that “‘Client’ should be interpreted in the context of the Provisional Licensee’s practice position.” The rule acknowledges that Provisional Licensees who work for a business or government agency may serve other members of their organization who are “clients” for their legal advice. Talk with your Supervising Attorney about what kinds of interactions might satisfy this SPPE requirement. *(Last updated 6/3/24)*

I conduct client interviews using a standardized intake sheet. Will one of those interviews count towards this requirement?

Yes. Especially for initial client interviews, it is good practice to follow an intake sheet or other checklist. Your Supervising Attorney should still be able to assess your performance on most of the rubric criteria. Note, though, that if your intake interviews are limited to obtaining very basic information from the client, the interview may not provide enough substance to satisfy the program requirement. Once again, refer to the rubric that your Supervising Attorney will complete. Will the interview allow you to demonstrate your competence on most of those criteria? *(Last updated 6/3/24)*

If I use a standardized intake sheet or other form for a client interaction, do I need to submit that to BBX?

No. Although you need to submit foundation documents for any writings you submit, this is not required for the client interaction requirement. *(Last updated 6/3/24)*

May I ask other attorneys for advice before I interact with the client?

Absolutely. You should gather as much advice as you need to inform the interaction. Competent attorneys always prepare for client interactions. *(Last updated 6/3/24)*

What if I conduct a client interaction together with my Supervising Attorney or another attorney? Will that count for this requirement?

SPPE Rule 6.5(C) requires your Supervising Attorney to attest that you “led the [interaction], with little or no assistance from the Supervising Attorney.” Your Supervising Attorney or another attorney may participate in the interaction, but you should be the one leading the interaction. Remember that you don’t have to document your first client interactions for the SPPE. You can learn and grow with feedback from other attorneys until you feel comfortable taking the lead. *(Last updated 6/3/24)*

What if I’m leading the client interaction but I want to ask my Supervising Attorney for input on an issue? Is that allowed?

Yes. The client’s needs are paramount so, if you need your Supervising Attorney’s input to address a client question, you should request that input. After the interaction concludes, you and your Supervising Attorney can decide whether your role was sufficient that you “led” the interaction. Requesting assistance on some points does not necessarily detract from you leading the interaction. Sometimes that is an efficient way for you to obtain answers for the client. *(Last updated 6/3/24)*

I’m still learning about this practice area and have trouble answering many of our clients’ questions. How will I be able to satisfy this requirement?

Even experienced attorneys sometimes tell a client, “I need to look into that and get back to you.” It is perfectly acceptable to tell a client that you need to research the answer to one of their questions, discuss a matter with a more senior attorney, or otherwise defer answering a question directly. Your Supervising Attorney will give you credit for admitting uncertainty rather than giving incorrect information. It is a best practice, however, to commit to getting back to the client (and offer an estimated timeline) when you are unable to answer a question immediately. *(Last updated 6/3/24)*

Do I need any client consent as I satisfy this requirement?

You do not need formal client consent while satisfying this requirement. You must, however, disclose your status as a Provisional Licensee if the client is not already aware of that status. If you interact orally with a client, you or your Supervising Attorney must also explain your respective roles (explaining that the Supervising Attorney is present to assess your work). *(Last updated 9/1/25)*

All my client interactions are confidential and privileged. Will I violate any professional duties if I document those interactions for this requirement?

No, you will be able to document these interactions while still meeting all your professional responsibilities. Even if your interaction occurs in writing, you will not submit the interaction itself to BBX; you will submit only the documents prepared by you and your Supervising Attorney. Those documents focus on your competence in conducting the interaction without revealing the client's identity, the nature of the matter, or the substance of any communications. Before submitting those documents, you and your Supervising Attorney should review them to ensure that they include no information revealing your client's identity or disclosing confidences.

To create another level of protection, your Supervising Attorney will provide information enabling BBX to shield Graders from seeing documentation related to a matter in which their organization represents an adverse party (or, for Graders who are judges, documentation related to a matter that has been or may be filed in their court). Documentation of client interactions you submit, finally, will not be shared outside BBX or the Admissions Department. *(Last updated 6/3/24)*

If BBX doesn't review the client interaction, how will they assess competence?

The rubric that Graders will apply to client interactions uses an "entrustment" approach. Medical professionals have used this approach successfully to assess the competence of new doctors. The Grader will review the information provided by you and your Supervising Attorney and then answer this question: Based on that review, "would you allow the Provisional Licensee to conduct an unsupervised [client interview/counseling session/ discussion with complainant] in their practice area?" If the Grader answers "yes," then the interaction is marked "qualified." A "no" answer means that the interaction is not qualified. *(Last updated 6/3/24)*

Will I receive feedback from BBX on my client interactions?

If a Grader marks the interaction as "not qualified," then they will provide comments noting how you can improve to achieve a "qualified" rating. If the Grader scores your interaction as "qualified," you probably will not receive further feedback. Under those circumstances, you will already have detailed feedback from your Supervising Attorney. *(Last updated 6/3/24)*

What does it mean if a Grader “rejects” my client interaction submission?

This means that you submitted information about an interaction that does not meet the SPPE criteria. You might, for example, have submitted materials related to an interview with a witness who is not a client. *(Last updated 9/1/25)*

My Supervising Attorney is too busy to observe me conducting a client interaction. How should I handle that?

SPPE Rule 5.4 allows Supervising Attorneys to delegate some of their duties—including the assessment of client interactions—to another employee working for the same employer if: (a) that employee is an active member of the Oregon State Bar, and (b) the employee has the knowledge and skills to supervise the Provisional Licensee effectively. *(Last updated 6/3/24)*

I interact with clients who are minors, live with mental illnesses, or present other special challenges. Will I be able to demonstrate minimum competence in those situations?

Yes. Your Supervising Attorney will understand the special circumstances and challenges of your practice area and will take those circumstances into account when assessing your interactions. The Supervising Attorney’s rubric includes a section for “comments” in which they can note those circumstances if necessary. You will also have an opportunity to discuss those circumstances in your cover sheet. The notes and discussion from you and your Supervising Attorney, of course, must protect the particular client’s identity and other details about their matter. *(Last updated 6/3/24)*

Do you have any advice for completing the cover sheet that I’ll use to describe a client interaction?

Be as candid and complete as possible without revealing the identity of your client or details of their matter. Don’t be afraid to identify challenging aspects of the interaction, goals you were unable to meet, or ways in which you would prepare differently for a future interaction. The Graders understand that you are still developing your lawyering skills. During this early stage of your career, minimum competence includes recognizing errors, learning from them, and noting how you plan to improve. *(Last updated 6/3/24)*

Do you have any tips for Supervising Attorneys filling out the Conflict Information sheet?

The information requested on this sheet is essential. Conflict information is used to shield submissions from Graders who work for an organization that might have an adverse interest (or other conflict) related to the work product. Supervising Attorneys should not attempt to determine whether conflict information is necessary for this purpose—they must provide all requested information. Otherwise, the Admissions Department will not accept the submission for grading.

When providing conflict information, Supervising Attorneys must name any court in which a matter *may* be filed, even if the matter is not yet subject to litigation. Some judges serve as SPPE Graders, and we do not want them to read about client interactions related to matters they later adjudicate. If a matter will not be filed in court, the Supervising Attorney may write “NA” but must give a brief explanation (such as “advice on estate planning”).

Similarly, Supervising Attorneys may write “NA” for matters that do not have an opposing counsel—but they must explain that “NA.” Appropriate explanations include “opposing party is pro se” or “estate plan.” The Admissions Department requires this explanation because Supervising Attorneys have sometimes mistakenly entered “NA” in this field. To avoid creating unfortunate conflicts (and wasting Grader time), the Admissions Department requires an explanation for any “NA” entry. *(Last updated 9/1/25)*

I plan to work as a back-office attorney without regular client interaction. Why do I have to demonstrate competence in client interaction if that’s my focus?

Addressing client problems is the essence of law practice. Even if you do not interact with clients on an ongoing basis, it is important for any attorney to understand the type of client interactions underlying their work. The SPPE does not require you to demonstrate a sophisticated command of client interactions; you only need show your minimum competence at those interactions. That is an essential competency for all licensed lawyers. *(Last updated 6/3/24)*

It's just not possible for me to interact with clients in the legal work I perform. How can I satisfy this requirement?

You should first talk with your Supervising Attorney about whether there are creative ways to meet this requirement within your workplace. Even if your assigned work does not include client interaction, it may be possible for you to participate in client interactions related to other matters handled by your organization. Alternatively, you may be able to take on a pro bono matter under the supervision of your Supervising Attorney or their delegate. It is in your employer’s best interest, as well as your own, to help you develop all the competencies needed for law practice.

If these options are not feasible, you will be able to participate in simulated client interactions arranged by the Admissions Department. Note, however, that these simulations may require you to develop some familiarity with a practice area outside the one in which you are working. It will be most convenient for you if you can find a way to satisfy this requirement within your workplace. *(Last updated 9/1/25)*

How can I request a client interaction simulation?

Request a simulated client interaction by emailing sppe@osbar.org. You should also review the Regulations Related to “Issue Bank” and Simulation Materials on the SPPE website. Note that volunteers serve as clients in these simulations and there may be some delay as the

Admissions Department arranges for your simulated client. Your simulated client (like real clients) may also take time to reply to your messages. Make these requests early rather than waiting until shortly before you wish to submit a portfolio.

INTERIM AND FINAL PORTFOLIOS

What is a portfolio?

Your portfolio exists online in the Application Portal and SPPE Exam Portal. You will submit some SPPE elements (such as timesheets and your learning plan) through the Application Portal, but the bulk of your portfolio resides within the SPPE Exam Portal. That portal allows you to collect writings, documentation of client interactions, and documentation of interactions demonstrating your negotiation skills. You can also decide when to submit any of that work for Grader review. The SPPE Exam Portal, finally, shows you the scores achieved by work submitted through that portal.

When you decide to submit work product for grading, the word “portfolio” takes on a secondary meaning. As explained further below, BBX holds several SPPE grading sessions each year. Any collection of work product that you submit for a particular grading session is a “portfolio” submitted for that session. You have a portfolio that you build over time, and you submit portions of that master portfolio as smaller portfolios for grading. *(Last updated 9/1/25)*

What is the difference between an interim and final portfolio?

An interim portfolio is one that does not contain enough work product to satisfy SPPE requirements. You can (and should) submit interim portfolios to maintain your progress and obtain feedback from Graders. Once a submission has been marked “qualified” by Graders it remains in your online portfolio. Submissions that are marked “rejected” or “not qualified” can be moved to your online archive to make room for new submissions in your portfolio. “Deferred” submissions will also move to your archive so that you can correct their defects and resubmit them.

A final portfolio is one that includes all materials required to complete the program, with each of those components either previously marked qualified or newly submitted for grading. Note that submission of a final portfolio does not mark the end of your program participation. If Graders reject any submissions from your final portfolio—or mark any submissions as not qualified—you will need to submit new materials as replacements. In that way, you may have several “final” portfolios. *(Last updated 9/1/25)*

How do I submit portfolio materials?

You will use two different ILG portals to submit your materials. Writings, documentation of interactions that demonstrate negotiation skills, and documentation of client interactions will be submitted through the SPPE Exam Portal. You will receive instructions

for using that portal after you are issued a Provisional License. The \$150 fee is due on the date that you receive your Provisional License and then annually on that date. If you do not sign in and pay the fee once you get your provisional license, when you do sign in you might owe your first payment and the annual payment at that time. If you remain in the program for more than a year, you will pay the \$150 fee to ILG for each year you remain in the program.

You will submit all other portfolio materials through the Application Portal you used to register for the SPPE. No additional fee is necessary to use that portal. *(Last updated 9/1/25)*

How often can I submit documents to my portfolio?

You must submit timesheets once a month once you are issued a Provisional License. You may submit other materials at any time, though you will only have access to the Exam Portal once you are issued a Provisional License.

Is there a limit on how many documents I may submit?

There is no limit on the number of documents you submit to the Application Portal. In the Exam Portal, you may only submit the number of documents required for the program. In other words, you may submit no more than eight writings, two client interactions, and two interactions demonstrating negotiation skills. These limits are cumulative. If you have seven writings that have been scored qualified, in other words, you may submit only one more writing. You cannot submit two writings, hoping that Graders will find at least one of them qualified. This limit is essential to preserve Grader time. Instead, rely upon earlier feedback and your developing skills to submit your best work product.

Note that SPPE rules require you to submit at least three writings that include 1500 words or more. To enforce this rule (and help you track your submissions), the Exam Portal requires you to tag written work product as either "< 1500" or "1500+." Use the word counts from your cover sheets to tag each writing. The system will allow you to upload only five "< 1500" writings. Once you reach that limit, you may only upload "1500+" writings. If you have more than three "1500+" writings, the system will allow you to upload up to eight of those writings—but will reduce the slots available for "< 1500" writings accordingly.

In addition to these limits, you may submit no more than six pieces of work product in the Exam Portal the first time you submit material through that portal. This limit includes writings, client interactions, and demonstrations of negotiating skill. The Admissions Department imposed this requirement because it found a high number of deferred, rejected, and not qualified submissions from applicants who submitted more than six pieces of work product in their first portfolios. Those flawed submissions waste the time of Department staff, Graders, and applicants.

What is the halfway portfolio?

The halfway portfolio is a *required* interim portfolio. Every Provisional Licensee must submit at least one interim portfolio before submitting a final portfolio. This requirement is designed to ensure that Provisional Licensees receive some feedback from Graders before they attempt to submit a final portfolio. The requirement is also designed to introduce you to good practices for managing a law-related workload. Finally, the requirement serves as a check that you are progressing through the program rather than encountering difficulties.

Do I have to submit a halfway portfolio at a particular time?

Yes, you must submit your halfway portfolio after you log 350 hours in the program. Aim to submit the portfolio as soon as possible after that time so that you will receive timely feedback from Graders. You may also submit interim portfolios before and after submitting the halfway portfolio. Some Provisional Licensees have progressed well through the program by submitting several interim portfolios.

What should I put in the halfway portfolio?

SPPE Rule 7.1 describes the required documents. Here is a list, together with how you should submit each document:

- An up-to-date learning plan (as described in Rule 6.2) uploaded to the Application Portal
- Timesheets (Rule 6.10) uploaded to the Application Portal
- At least three pieces of written work product (Rule 6.4), documentation of client interactions (Rule 6.5), and/or documentation of interactions demonstrating negotiation skills (Rule 6.6). You will submit these through the SPPE Exam Portal.

In addition to these required documents, you may include documentation of any other program elements that you have completed.

Note that the three pieces of work product submitted through the SPPE Exam Portal do not have to receive qualified scores to satisfy the halfway portfolio requirement. The requirement ensures that you are receiving timely feedback; it does not require you to achieve a particular level of progress.

If you submit work product before logging 350 hours, that work product counts towards your halfway portfolio. An applicant who submits one writing after logging 100 hours and another two writings after logging 350 hours, in other words, has satisfied that part of the halfway portfolio requirement. *(Last updated 9/1/25)*

CHANGES OF STATUS, LICENSE SUSPENSION OR TERMINATION

My Supervising Attorney can no longer supervise me. What should I do now?

Under SPPE Rule 15.1, you must immediately notify the Admissions Department. This is true even if another attorney working for the same employer has agreed to take over as your Supervising Attorney—or if you have already arranged to work for a new employer with a different Supervising Attorney.

Notify the Admissions Department of these changes as soon as you become aware of them. Do not wait until you have already left an employer or started work with a new Supervising Attorney. The Admissions Department needs time to approve any new employer or Supervising Attorney, and your license will be suspended during that approval period.

Your Provisional License is valid only while you are working under a Supervising Attorney. Failing to notify the Department about the loss of a Supervising Attorney (or that you are changing Supervising Attorneys), therefore, is a serious ethical breach. Any such failure will be noted in your file and considered by BBX when it reviews your character and fitness. *(Last updated 1/11/26)*

What should I do if I leave my employer or change employers?

As with a change in Supervising Attorneys, you must immediately notify the Admissions Department. Even if you are moving to a new employer with your Supervising Attorney, the Admissions Department must approve that move for your Provisional License to remain valid.

As with changes in Supervising Attorneys, notify the Admissions Department as soon as you know that a shift like this will occur. A failure to notify the Department about a change in employers, like one related to Supervising Attorneys, raises ethical concerns that may affect your character and fitness review.

I've lost my Supervising Attorney and don't have another Supervising Attorney lined up. What happens now?

Your license will be suspended until you secure a new Supervising Attorney and the Department has approved that Supervising Attorney (and new employer if necessary).

What should I do if my license is suspended?

If your license is suspended, you may no longer engage in any activities that constitute the practice of law. Doing so constitutes a serious ethical violation. You may still do law-related work that does not require a license, such as work that law students or unlicensed graduates do.

You must also take the steps outlined in SPPE Rule 16.1 once your license has been suspended.

Could my Provisional License be suspended for reasons other than loss of a Supervising Attorney?

Yes. Your Provisional License will be suspended if:

- You fail to pay your license fee by the deadline (SPPE Rule 3.3(B)(3))
- You lose professional liability coverage (SPPE Rule 4.5)
- The Client Assistance Office refers a complaint against you to Disciplinary Counsel's Office (SPPE Rule 18.3)

In any of these situations, you must take the steps outlined in the previous paragraph above.

How may I reinstate a suspended license?

You may reinstate a suspended license by curing the defect that led to suspension and notifying the Admissions Department of that cure. SPPE Rule 16.2 spells out the steps for this.

Is there a time limit on reinstating a license?

Yes. You may not reinstate a license that has been suspended for more than 24 consecutive months.

How does a license suspension and reinstatement affect my program progress?

If your license is reinstated, you will continue with the program where you left off. You will retain credit for the hours you logged before the suspension, as well as for any work product that was graded as qualified. Note, however, that SPPE Rule 6.13 limits the validity of "qualified" scores to three years. If you move slowly through the program and also have a lengthy license suspension, some of your earliest work product may no longer count towards program completion.

Under what circumstances would my Provisional License terminate?

Under SPPE Rule 19.1, your Provisional License will automatically terminate if:

- You are admitted to the practice of law in Oregon;
- You receive notice under RFA 6.1 (5) that the Board of Bar Examiners is not satisfied that you have demonstrated that you have the good moral character and fitness to practice law;
- You are disbarred or suspended due to discipline from the practice of law in any other jurisdiction;
- You resign from the practice of law in another jurisdiction while a disciplinary action is pending in that jurisdiction;
- A formal complaint is filed against you by the Disciplinary Counsel's Office of the Oregon State Bar;
- An indictment is filed against you;
- Your Provisional License has been suspended for more than 24 consecutive months; or

- You receive a Notice of Termination of Provisional License, to which you do not offer an objection as described in SPPE Rule 19.2(C).

May the Board terminate a Provisional License for other reasons?

Yes, the Board may terminate a Provisional License if it finds that a Provisional Licensee “presents a significant threat to clients or the public.” SPPE Rule 19.2(K). Rule 19.2 outlines the process that the Admissions Department and Board follow to terminate a license under that provision. If you receive a Notice of Termination from the Admissions Department, you should read SPPE Rule 19.2 carefully to understand the procedures, standards for termination, and your rights.

PORTFOLIO GRADING

Who grades the elements of my portfolios?

Admissions Department staff score learning plans (SPPE Rule 6.2); documentation of activities related to diversity, equity, inclusion, or access to justice (SPPE Rule 6.8); documentation of completion of practice overview MCLE (SPPE Rule 6.9); and timesheets (SPPE Rule 6.10) using rubrics approved by BBX or instructions from BBX. Board members and Graders appointed by BBX score writings (SPPE Rule 6.4), client interactions (SPPE Rule 6.5), and interactions demonstrating negotiation skills (SPPE Rule 6.6). Board members or Graders appointed by BBX also grade journal entries submitted to satisfy the professional responsibility requirement (SPPE Rule 6.7). *(Last updated 9/1/25)*

Do Graders evaluate portfolio elements individually or do they assess the portfolio as a whole?

Graders assess each portfolio element individually. This ensures that multiple graders view your work over time, which produces more reliable grading. Keep this aspect of grading in mind when you prepare materials for submission. Each cover sheet, for example, must include all the information necessary to assess that submission. Graders will not understand references to other submissions. *(Last updated 9/1/25)*

When can I expect BBX to grade my submissions?

SPPE Graders do not grade portfolio elements on an ongoing basis. Instead, they hold focused grading sessions that bring Graders together to maintain grading consistency. These focused grading sessions will occur at least four times a year.

The Admissions Department does not publish the dates of grading sessions. Instead, it publishes projected dates for the *release of grades* from each of the grading sessions. By December 1 of each year, the Department publishes the projected grade release dates for the following year. *(Last updated 9/1/25)*

Is there a deadline for submitting work product that will be graded for a particular release date?

No. The Admissions Department published those deadlines during the program's first year, but the deadlines seemed to encourage last-minute submission of poorly vetted work. The Department now accepts work product on a rolling basis. When the Department has received as many submissions as Graders can fairly assess before the next grade release date, it will notify Provisional Licensees that submissions for that release date are closed. Work product submitted after that announcement will be slated for the next grading session, with grades released on the projected release date for that session. *(Last updated 9/1/25)*

What does it mean if the Admissions Department tells me that a work product has

been “deferred”?

A deferred notice means that the Department has determined that the submission needs revision before it is appropriate for grading. These notices stem from an administrative review rather than any substantive evaluation of your submission. The most common reasons for deferral are:

- A cover sheet, foundation document, writing, or rubric has not been properly redacted
- A Supervising Attorney used their bar number rather than their confidential SPPE number
- The Provisional Licensee and Supervising Attorney have not provided complete conflict information
- Documents are improperly attached to one another, rather than separated in the portal

Defects like these prevent the Department from sharing submissions with a Grader. Improper redaction may compromise client confidentiality or the anonymity of the grading process. A Supervising Attorney’s use of a bar number similarly compromises anonymity because a Grader can easily check that number online. Incomplete conflict information (including entries that say “NA” without further explanation) prevent conflict checking. And documents that are improperly attached to one another, rather than separated as the portal requires, may also compromise confidentiality and anonymity. The portal requires separate submission of conflict information, for example, because Graders should not see that information. If materials are improperly attached, the portal cannot sort them appropriately. *(Last updated 9/1/25)*

When will the Admissions Department notify me that a submission has been deferred?

The Admissions Department attempts to review work product on a rolling basis and to notify Provisional Licensees as soon as a piece has been deferred. This, however, depends on staff availability within the Department—and the SPPE is leanly staffed to keep down costs for Provisional Licensees. During some periods, the Department may not be able to notify you of deferrals until a grading session is under way.

What happens to deferred work product?

You will have the opportunity to fix the defect and resubmit the work product. The resubmitted work product will receive a new submission date; it does not retain your original submission date. If the Department has already closed submissions for a grade release date, it will hold the resubmitted work product for the next grade release date. *(Last updated 9/1/25)*

What standard do Graders apply to submissions?

Graders assess each submission for minimum competence. The grading rubrics for each portfolio element specify the characteristics that BBX has determined comprise minimum competence for that type of work. Those rubrics are all available on the SPPE website. *(Last updated 9/1/25)*

What does it mean if a Grader “rejects” a work product?

This means that the work product does not fit the substantive requirements of the SPPE program. A writing, for example, may not reflect sufficient legal analysis. Or a client interaction might reflect a meeting with a witness who is not a client. Rejected work product may be competent for its purpose in the workplace, but it does not provide the type of information that the SPPE program requires to assess competence.

What is the difference between “deferred” and “rejected” work product?

There are several differences. The Admissions Department decides whether to defer work product. This is an administrative decision based on submission requirements, rather than a substantive judgment on the merits of your work product. Deferred work product may be fixed and resubmitted because no Grader has yet assessed it.

Graders, on the other hand, reject work product if the work product does not fit the substantive requirements of the SPPE program. Since a Grader has reviewed the work product it cannot be resubmitted—even if the applicant edits the work product to better fit SPPE requirements.

Graders occasionally reject work product because it was not properly redacted—and the Admissions Department did not spot the errors in its review. As with other rejected work product, these items cannot be resubmitted. The Admissions Department tries to catch errors like this, but Provisional Licensees are responsible for redacting their work and following other submission requirements. *(Last updated 9/1/25)*

LICENSING

I've received qualified scores on all my submissions. How soon will I receive my license?

It will take 4-6 weeks before you receive your license. The Admissions Department needs this time to perform final portfolio checks, conduct the required final check of character and fitness, obtain approvals from the Board, and prepare materials for transmission to the Supreme Court. The Court must then act on the Board's recommendations.

You can help the Department complete these tasks as quickly as possible by making sure all elements of your portfolio are complete, keeping your application up-to-date as required by SPPE Rule 3.1(B) and RFA 4.5(2), and responding promptly to any requests from the Admissions Department. Pay particular attention to updating and submitting the Issue Tracking form related to your qualified writings. That form demonstrates compliance with SPPE Rule 6.4(A)(3), which requires each writing to address at least one distinctive legal issue. The Supreme Court reviews those forms for each applicant seeking admission through the SPPE program.

Tell me again what the Issue Tracking form is?

That form helps the Admissions Department confirm your compliance with SPPE Rule 6.4(A)(3). The Supreme Court also reviews those forms before approving licenses for SPPE applicants.

The Admissions Department will ask you to complete this form once you have received qualified scores on all your portfolio submissions, but you can begin working on the form before you receive that request. The form appears on the website with other templates and rubrics. Whenever you complete the form, please type your responses and fill the form out carefully. Remember that the Supreme Court will review this form.