

INFORMATION FOR SPONSORS OF MCLE ACTIVITIES IN WASHINGTON

Thank you for registering as a sponsor of mandatory continuing legal education in Washington. The Washington Supreme Court's MCLE Board oversees MCLE in Washington. The WSBA administers MCLE for Washington licensed legal professionals on behalf of and under rules adopted by the Washington Supreme Court. In Washington, there are three primary types of licensed legal professionals: lawyers, limited license legal technicians (LLLTs) and limited practice officers (LPOs). All approved activities and credits apply equally to all licensed legal professionals.

APR 11 – The MCLE Rule

As a sponsor of MCLE you must abide by the requirements and standards set forth in Rule 11 of the [Washington Supreme Court's Admission and Practice Rules \(APR 11\)](#). Please pay particular attention to the following sections of APR 11:

- (e) Approved Activities
- (f) Approved Course Subjects
- (g) Applying for Approval of an Activity
- (h) Standards of Approval
- (j) Sponsor Duties

Reporting Periods and Credits

- Washington has three-year reporting periods, with one-third of the licensed legal professionals certifying compliance each year.
- One credit in Washington is equal to 60 minutes.
- The total number of credits required for each reporting period is:
 - 45 for lawyers
 - 30 for LLLTs
 - 30 for LPOs
- Washington has three required credit categories each reporting period:
 - 15 Law and Legal Procedure (Law & Legal) credits.
 - 6 Ethics and Professional Responsibility (Ethics) credits
 - 1 "Equity" credit. At least one ethics credit must be in equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law.
- Other credits: There is no requirement to earn other credits, but credits can be earned to count toward the total credit requirement in the following subjects as defined in APR 11(f):
 - Professional Development
 - Personal Development and Mental Health
 - Office Management
 - Improving the Legal System
 - Nexus Subject



Fees and Deadlines

- \$100 application fee for each activity
- submit applications no later than 15 days prior to the start or availability of the activity
- there is a \$50 late fee if applications are not submitted on time
- report attendance no later than 30 days after the conclusion of any realtime activity (recorded activity attendance is reported by the licensed legal professional)
- there is a \$50 late fee if attendance is not submitted on time

Government Agency & Non-Profit Organization Sponsors

- there is no application fee when a course is offered for free to all attendees by a government agency or non-profit organization (late fees still apply)

Online MCLE System

You can create a sponsor account, update your contact information, apply for accreditation, and report attendance using the online MCLE system at <https://mcle.wsba.org>.

Standards for Approval - For a full list of requirements please see [APR 11\(h\)](#).

To be approved for MCLE credit, all courses, and other activities to the extent the criteria apply, must meet all of the following criteria. The activity or course:

- must be submitted with a detailed agenda and faculty information;
- must have written materials in either electronic or hardcopy format that must be distributed to all attendees before or at the time the course is presented;
- must be open to audit by the Bar or the MCLE Board at no charge except in cases of government-sponsored closed seminars where the reason is approved by the Bar;
- must **not** have attendance restrictions based on race, color, national origin, marital status, religion, creed, gender, age, disability, or sexual orientation;
- must separate any marketing materials from the written subject matter materials;
- must **not** have any presenters, teachers, or panelists engage in marketing during the presentation of the course;
- must be at least 30 minutes in duration;
- must **not** focus directly on a pending legal case, action, or matter currently being handled by the sponsor if the sponsor is a lawyer, LLLT, or LPO, private law firm, corporate legal department, legal services provider, or government agency;
- must have qualified presenters either by practical or academic experience or expertise in the subjects presented and not disbarred from the practice of law in any jurisdiction; and
- must have significant intellectual or practical content designed to maintain or improve a lawyer's, LLLT's, or LPO's professional knowledge or skills, competence, character, or fitness.



Sponsor Duties – For a full list of sponsor duties please see [APR 11\(j\)](#).

- Do not advertise course credit until the course is approved by the Bar but may advertise that the course credits are pending approval by the Bar after an application has been submitted.
- Provide each participant with an evaluation form to complete.
- Do not state or imply that the Bar or the MCLE Board approves or endorses any person, law firm, or company providing goods or services to lawyers, LLLTs, or LPOs, or law firms.
- Communicate the type and number of credits the activity is approved for.
- Keep attendance records for 6 years and make available to the WSBA upon request.
- Keep evaluation forms for 2 years and make available to the WSBA upon request.
- Keep course materials for 4 years and make available to the WSBA upon request.

Submitting an Activity for Review and Approval

1. From the *My Dashboard* page, click the blue button *Create New Activity*.
2. Select the course type and fill out the required fields. You must attach a detailed agenda that includes the start and end times of all sessions and breaks.
3. Submit the application and record the activity ID number for your records. An MCLE Analyst will typically review your submission within two weeks.
4. If more information is needed, the activity will be flagged as “Incomplete” and will appear on your *Sponsor Dashboard* under *Activities to Resubmit*. Click on the Activity card and you will be able to review the *Comments & Communication* panel to view instructions from the MCLE Team.
5. If the application is approved, please remember to report attendance online no later than 30 days after the end date of the activity.

Repeating an Identical Course (Clone)

A sponsor is not required to pay an application fee for offering an identical course if the original course was approved and the identical course is offered less than 12 months after the original course. This is done by cloning the course.

1. From the *My Activities* page, find the Activity ID for the activity you wish to clone (*please note that only approved activities can be cloned*).
2. Click on the activity row to view the activity page.
3. Then click the *Clone this Activity* button located in the bottom right-hand corner of the activity page.
4. Follow on-screen prompts. These prompts will allow you to clone to the desired format and elect to clone the activity in full or part. They will also assist with determining if cloning is appropriate.
5. Fill out the appropriate fields on the *Enter Application Details* page.
6. Read and check the Agreement and Understanding of Sponsor Duties. Click *Submit Application*.



Reporting Attendance

You must report attendance for live courses no later than 30 days after the activity to avoid a late fee. You must report **all licensed legal professional** attendance online by following these steps:

1. On your *Sponsor Dashboard* is a section for *Activities Needing Attendance*. Click the *Add Attendance* button on a given activity card to open that activity's page. If there is no attendance to report (meaning no Washington licensed legal professionals were attendance), click the *No Attendance* button.
2. If there is attendance to report, scroll to the bottom of the activity page and you will see the *Add Attendance* panel.
3. On this panel, you will see two methods to enter attendance: (1) To enter attendance for one lawyer at a time, select the appropriate license type, enter in the lawyer's license number, input the credits earned and select the *Enter* button. After clicking *Enter*, a list will generate at the bottom of the panel. (2) To report attendance using a spreadsheet, download a template by clicking *Attendance Template*, enter all attendance data in the spreadsheet (following completion instructions closely), and upload the MS Excel file by clicking *Upload Attendance*, the file should begin to process immediately.
4. Whether you use the first or second method, a list of attendees will be generated at the bottom of the panel, after all attendees have been added to this list, complete reporting by clicking *Confirm and Submit*. complete reporting by clicking *Confirm and Submit*. If submitting late, you will be automatically directed to the *Checkout*. Complete all required payment information and complete the payment process by choosing the appropriate "Complete Payment" button. *Please note that attendance will not be posted until payment is processed.*
5. Repeat Steps 1-4 to view the list of reported attendance or edit attendance entries.

Credit Rounding Table

Washington accredits activities in 15 minute increments and will round up or down when calculating credits for an activity.

MINUTES		DECIMAL		CREDITS
FROM	TO	FROM	TO	ROUND TO
0:00	0:07	0.00	0.12	0.00
0:08	0:22	0.13	0.37	0.25
0:23	0:37	0.38	0.62	0.50
0:38	0:52	0.63	0.87	0.75
0:53	1:00	0.88	1.00	1.00

If you have any questions or need assistance, please contact a member of our MCLE Team.

