

SUPERVISED PRACTICE PORTFOLIO EXAMINATION
(SPPE)
SUPERVISING ATTORNEY APPLICATION

In November 2023, the Oregon Supreme Court approved the **Supervised Practice Portfolio Examination (SPPE)** as a new model of examination for admission to the Oregon State Bar (OSB). Individuals seeking licensure through the SPPE program (SPPE Applicants) can demonstrate their competence to practice law by working under the supervision of an approved Supervising Attorney for a period of time and submitting a portfolio of legal work to the Board of Bar Examiners. **To participate in the program, both the Employer and the Supervising Attorney must submit separate applications.**

To apply to be an approved Supervising Attorney, an attorney must complete this Supervising Attorney Application, save it as a PDF, and use the [online submission form](#) to submit the application to OSB's Regulatory Counsel's Office. If this application indicates that you must submit additional documentation, please also submit the additional documents through the online submission form.

The separate [Employer Application](#) can be submitted at [this link](#).

Once OSB's Regulatory Counsel's Office reviews and approves the applications for **both** the Supervising Attorney and the Employer, it will send a link to the SPPE Applicant to apply for the program.

Section 1 – Identification of SPPE Participants

SPPE Applicant Identification	
<i>The person seeking bar licensure through the SPPE program.</i>	
First Name	Last Name
Applicant's Email Address	Applicant's Phone #
Address of Physical Office from Which SPPE Applicant Will Primarily Work	

Employer Identification		
<i>The Employer of the SPPE Applicant and the Supervising Attorney. The Employer must also complete the Employer Application Form.</i>		
Employer's Name		
Employer's Oregon Mailing Address	Physical Address of Employer's Primary Office or HQ	
Employer's Website	Employer's Phone #	Employer's Email Address

Supervising Attorney Identification	
<i>Attorney with responsibility for supervising the SPPE Applicant.</i>	
Name of Supervising Attorney	Supervising Attorney's Job Title
Name of Person to whom Supervising Attorney Reports	Title of Person to whom Supervising Attorney Reports
Supervising Attorney's Phone #	Supervising Attorney's Email
Supervising Attorney's Work Address	

Section 2 – Supervising Attorney Bar Admissions and Discipline

List all jurisdictions in which you have been admitted to the bar.

State or Jurisdiction	Bar #	Mo/Year Admitted	Still an Active Member?		If No: indicate 1) Mo/Yr. membership ended or became inactive, and 2) reason for ending membership or going inactive.
Oregon			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	
			YES	NO	

If you have been admitted to over five jurisdictions, please attach a sheet with the requested information on that sheet. *If you are a Federal Judge but not an OSB member, write “Federal Judge” under Oregon Bar #. All other Supervising Attorneys must be active members of the Oregon Bar.

For every jurisdiction listed above EXCEPT Oregon, please attach a Certificate of Good Standing and Disciplinary Statement (neither of which can be more than 90 days old). Then answer these questions:

Do you have a record of public discipline in any of the jurisdictions listed above?	Yes No
If yes, do you have a record of public discipline in any jurisdiction listed above within the last 5 years?	Yes No N/A
<p>If you answered yes to both questions, you are not eligible to serve as a Supervising Attorney. If you answered yes to the first question and no to the second, you must petition the Board of Bar Examiners to allow you to serve as a Supervising Attorney under SPPE Rule 2.6. Please attach a letter to the Board of Bar Examiners stating that you seek a waiver of SPPE Rule 2.4 and explain your rehabilitation or fitness to serve as a Supervising Attorney. You may also submit this application without the letter and send your letter to sppe-supervisor@osbar.org in the next few weeks. For more information, please see the SPPE Rules and Frequently Asked Questions.</p>	
Is your petition to the Board of Bar Examiners to waive SPPE Rule 2.4 included in your application?	Yes No N/A

Section 3 – Supervising Attorney Qualifications Confirmed

Supervising Attorney’s Representations	Supervising Attorney’s Initials.
I confirm that I am an active Member of the Oregon State Bar, and I do not anticipate the need to change my status to inactive or to resign my membership while the SPPE Applicant remains under my supervision.	
I confirm that I have been an active member of the Oregon State Bar for at least two years preceding the date of this application.	
I confirm that I have been an active member of the bar in at least one jurisdiction (including Oregon) for at least three of the five years preceding the date of this application.	
I confirm that I am currently employed by the same Employer as the Applicant (or from whom the Applicant has an offer of employment conditioned upon receiving a Certificate of Eligibility). I do not expect my employment to change while I am supervising the SPPE Applicant.	
I confirm that I am not an immediate family member of the SPPE Applicant named above. For the definition of “immediate family member,” see SPPE Rule 2.4.	

Section 4 – Supervising Attorney Compliance with SPPE Program Requirements

Supervising Attorney’s Representations	Supervising Attorney’s Initials
I have reviewed the SPPE Rules.	
I agree to complete at least 2 hours of training related to issues of diversity, equity, and inclusion that may arise in the SPPE Program. MCLE credit will be available for this training.	
I agree to complete training related to SPPE Program requirements, successful supervision, and constructive feedback. This training will require no more than 4 hours, will be videotaped, and will provide MCLE credit.	
I agree to supervise the SPPE Applicant’s schedule and workload to give them sufficient time to complete all Program components.	
I agree to accommodate the SPPE Applicant’s reasonable requests for work that will help them complete the Program or otherwise develop their professional skills.	
I agree to supervise the work of the SPPE Applicant, and assume personal professional responsibility for that supervision, in the manner required by RFA 13.30.*	
I agree to complete the statements, rubrics, and other approvals required under Section 6 of the SPPE rules.	
I agree to discuss completed rubrics with the SPPE Applicant.	
I agree to provide other regular feedback to the SPPE Applicant that will help them develop their skills and better serve Employer clients.	
<p>* RFA 13.30 provides: “The member of the bar under whose supervision [an SPPE Applicant] does any of the things permitted by these rules shall assume personal professional responsibility for the [SPPE Applicant’s] guidance in any work undertaken and for supervising the quality of the [SPPE Applicant’s] work. The supervising attorney shall assist the [SPPE Applicant’s] analysis, preparation, and performance to the extent the supervising attorney considers appropriate, giving at all times consideration to the interests of the client.”</p>	

Section 5 – Supervising Attorney’s Declaration & Affirmation:

I, _____, hereby declare and affirm that:

1. I have reviewed the qualifications and requirements for Supervising Attorneys in the Rules for the Supervised Practice Portfolio Examination (SPPE) Program approved by the Supreme Court of the State of Oregon, and I understand the obligations stated therein as they relate to Supervising Attorneys;
2. I confirm that I meet the qualifications to serve as a Supervising Attorney for the SPPE Applicant and I will take reasonable measures to maintain those qualifications throughout the SPPE Applicant’s employment;
3. I confirm that all the information provided in this application is complete, true, and accurate;
4. I agree to provide any further information reasonably requested to confirm that the representations contained herein are complete, true, and accurate;
5. I hereby authorize the Supreme Court of the State of Oregon and the Oregon State Bar, or their agents or authorized representatives, to make any reasonable investigation confirming that the information contained herein is complete and accurate, and to disclose information about the above as may be necessary to conduct such an investigation;
6. I hereby release, discharge, and exonerate the Oregon State Bar, their members, agents, or representatives from all liability of every nature and kind arising from the processing or investigation of this application;
7. I understand that any document, record, or other information furnished to the Oregon State Bar in connection with this application may not be privileged or confidential and might be disclosed to third parties without my prior consent;
8. I understand that this application and all materials in my application file are and shall remain the property of the Oregon State Bar;
9. I realize that the determination of whether the Applicant may participate in the SPPE Program depends in part on the truth and completeness of my answers in this application and the information furnished with it; and
10. I understand and acknowledge that the SPPE Applicant is not authorized to provide legal services as a Provisional Licensee unless and until the Applicant receives a Provisional License from Regulatory Counsel’s Office.

I hereby declare that the above statements are complete, true, and accurate to the best of my knowledge and belief, and I understand that any false statement in this application may result in the denial of the Applicant’s admission to the SPPE Program and may subject me to disciplinary action under Oregon’s Rules of Professional Conduct – Rule 8.1(a).

Signature of Supervising Attorney: _____ Date: _____

Section 6 – Supervising Attorney’s Declaration & Affirmation **regarding Out of State SPPE Applicants:**

Only complete this section if the SPPE Applicant named above intends to perform any legal work outside of Oregon’s geographic boundaries.

I, _____, hereby declare and affirm that:

1. I understand that an Oregon Provisional License, if granted under the Supervised Practice Portfolio Examination (SPPE) program, authorizes only supervised law practice with respect to Oregon clients or matters. With respect to other clients or matters, the Provisional Licensee remains an unlicensed law graduate.
2. I understand that the Oregon State Bar cannot advise SPPE participants on the rules regulating the unauthorized practice of law in other jurisdictions.
3. I have reviewed the statutes, rules, applicable case law, and advisory opinions governing the unauthorized practice of law in both Oregon and the jurisdiction(s) where the Provisional Licensee will be physically located, and I understand those restrictions with respect to the Provisional Licensee’s work.
4. I will supervise the Provisional Licensee to ensure that they do not violate rules against the unauthorized practice of law in Oregon, the jurisdiction(s) where they will be physically located, or any other jurisdiction. I accept professional responsibility for that aspect of the Provisional Licensee’s work, just as I accept professional responsibility for other aspects of the Provisional Licensee’s work under SPPE Rule 5.3(D).
5. I understand that any work product submitted by the Provisional Licensee as part of their portfolio must relate to Oregon or federal law. The Oregon Board of Bar Examiners (BBX) will not accept written work product, documentation of client interactions, or documentation of negotiations related to the law of any other jurisdiction.
6. I commit to providing sufficient work related to Oregon or federal law that the Provisional Licensee will be able to pursue the SPPE program. I understand that the Provisional Licensee will have limited ability to rely upon simulations or prompts created by BBX or the Admissions Department.
7. I understand that Oregon’s Professional Liability Fund may not cover work unrelated to Oregon clients.
8. I understand that, if the Provisional Licensee successfully completes the SPPE program, they will be issued an Oregon law license—not a license to practice in any other jurisdiction. I have discussed that reality, as well as the limits other jurisdictions impose on reciprocity or comity, with the Provisional Licensee.

I hereby declare that the above statements are complete, true, and accurate to the best of my knowledge and belief, and I understand that any false statement in this application may result in the denial of the Applicant’s admission to the SPPE Program and may subject me to disciplinary action under Oregon’s Rules of Professional Conduct – Rule 8.1(a).

Signature of Supervising Attorney: _____ Date: _____