

2025 MCLE Reporting Instructions for **FIRST TIME ATTORNEY REPORTERS**

Note: These instructions apply to you if you are a new attorney who was admitted in 2023 or 2024 AND your reporting period ends on April 30, 2025

- You are required to complete a minimum of **15 credits, including 9 practical skills (4 of which must be Oregon practice and procedure), 2 legal ethics (one of which must be Oregon ethics), 1 mental health/substance use, and a 3 credit introductory access to justice course.**
- If you practiced in another jurisdiction for 3 consecutive years immediately preceding your admission in Oregon, you may submit a written request to the MCLE Program Manager to waive your practical skills credit requirement.
- All required **credits must be completed by midnight on April 30, 2025.**
- Your completed compliance report must be **electronically certified and submitted by midnight on June 2, 2025.**
 - Note: our submission deadline is typically May 31st. However, in accordance with our MCLE Regulations, if May 31 is a Saturday or legal holiday, including Sunday, or a day that the Oregon State Bar office is closed, the due date shall be the next regular business day. Accordingly, the deadline for 2025 is Monday, June 2nd.

To view your MCLE transcript:

1. Log on to your [Member Dashboard](#) on the bar website
2. Click the “MCLE Reporting” tab
3. Click the “MCLE Transcript” button.

Review your transcript and make any necessary deletions or edits using the “Edit” and “Delete” buttons.

If your transcript is incomplete, complete the required credits and add them to your transcript by clicking the “Add Activity to Transcript” button. **Please add all categories of CLE activities to your transcript.** We will not accept paper or email addendums to your report.

To find programs that include the types of credits you need:

Here is a link to our program database where you can search for accredited programs by credit type:
<https://hello.osbar.org/MCLE/Search/Accreditation>.

PRACTICE TIP:

Many new Oregon attorneys choose to complete the PLF Learning the Ropes program (“LTR”). LTR 2022 or later will satisfy all of the MCLE requirements for your first reporting cycle. To gain free access to LTR, visit the [PLF website](#) or call 503-924-4175.

To submit your MCLE transcript:

Once you have met your minimum CLE requirements, the box at the top of your transcript will turn green. You will see the message below. Please press “submit report.” **Your report is not submitted until you have pressed submit report.**

☐ I certify I have personally reviewed and verified that all of the information listed on my report is accurate and complete and I understand all of the following:

- Under Oregon law and the Bar Rules of Procedure, OSB members bear individual responsibility for meeting all regulatory compliance requirements and maintaining their licenses in good standing.
- If I have granted permission to a company administrator or other individual to access my MCLE Dashboard and make changes to my transcript, I understand that person is not permitted to electronically submit my report, and that only bar members themselves may certify and submit their MCLE reports.
- The Oregon Supreme Court may suspend my license to practice law if I fail to comply with my MCLE requirements.
- A company administrator's neglect, error or omission will not excuse my regulatory noncompliance.
- I understand that I am required to maintain records of my completion of all of the credits I have reported for 1 year from my compliance report due date, and I will present my records to the MCLE Program Manager in the event of an audit.

WARNING: When you submit your report, your carry over credit will be calculated and you will not be able to add additional credits. If you would like to complete additional credits to carry over to your next reporting cycle, do not submit your report until you have completed and entered those credits.

Submit Report

If you see the box below, you have not met your requirements and cannot submit your report. To find what is missing, scroll to the bottom of your transcript. Anything in red below has not been met.

MINIMUM REQUIREMENT NOT MET

☐ I certify I have personally reviewed and verified that all of the information listed on my report is accurate and complete and I understand all of the following:

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We are now exclusively using our online MCLE reporting system. If you require an ADA accommodation to report your MCLE, please contact the [MCLE Program Manager](#) or the [OSB General Counsel](#).

If you have an **administrator** in your organization who you would like to have access to your MCLE transcript online, please complete and submit the [Company Administrator Agreement](#). Your administrator can make changes to your report for you, but attorneys must personally review, certify and submit their compliance reports by June 2, 2025.

NEW LAWYER MENTORING PROGRAM:

The New Lawyer Mentoring Program (NLMP) is a mandatory program for all new Oregon lawyers, unless they have practiced for at least two years in another jurisdiction. While the work you do as a part of the NLMP does provide six MCLE credits, it does NOT provide any MCLE credit for your first reporting period. Those six credits are part of your first three-year reporting cycle. If you have any questions about the NLMP, please contact its administrator, Cathy Petrecca at cpetrecca@osbar.org or 503-431-6355.

If you have any questions, visit the [MCLE Home page](#) on the bar website or contact the MCLE Department at mcle@osbar.org or 503-431-6368.

Kind regards,

A handwritten signature in cursive script that reads "Kellie Baumann".

Kellie Baumann
MCLE Program Manager and Regulatory Project Manager