

2025 MCLE Reporting Instructions for **ATTORNEY MEMBERS IN A 3-YEAR MCLE REPORTING CYCLE**

NOTE: If you are unsure whether these instructions apply to you, please logon to you member Dashboard and review your MCLE requirements stated at the top of your MCLE Transcript. **If your transcript indicates your reporting period ends on April 30, 2025 AND you are required to complete 45 credits, then these instructions apply to you.**

- You are required to complete a minimum of **45 credits, including 5 ethics, 1 abuse reporting, 1 mental health/substance use education, and 3 access to justice credits.**
- 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 MCLE reports.

PRACTICE TIP:

To find programs that include the specialty 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>

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 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.

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 black ink that reads "Kellie Baumann". The script is cursive and fluid, with the first name "Kellie" and last name "Baumann" clearly distinguishable.

Kellie Baumann
MCLE Program Manager and Regulatory Project Manager