How to submit a MCLE Member Accreditation Application

To submit MCLE Sponsor Accreditation Applications online, you will need a log in for the OSB website.

First, please log onto the OSB website. Once logged into your OSB Dashboard, you can find the MCLE application by clicking on the MCLE Home link to open the MCLE Dashboard. Then, select Submit New Application from the drop-down menu and select submit new Member Accreditation Application.

> Please note: we always suggest that you reach out to the sponsor and request that they seek accreditation in Oregon. The sponsor is the best source for the materials needed for our application. If they refuse or cannot, then you may submit a member application for the course.

The first step for a member application is to search our MCLE Program Database to confirm your program is not already accredited and in our database.

> Our search box is picky. The optimal way to search for a course is to enter the Event ID in the box and click "Search Events." If you do not have the Event ID, we recommend entering only one or two items into the search – such as the sponsor name or the event title – then "Search Events." The database wants everything entered exactly right for the event to populate, so it is better to give it less information.

> If you find your program, you may add it directly to your transcript. OSB will deny applications for programs already in the database. If your program is not in the database, then complete an accreditation application.

Follow the Application Checklist prompts in the application to identify the program sponsor, delivery method (live and/or recorded), title, date(s), location, MCLE credit reporting hours, and to add supporting documentation.

The MCLE Department may process applications submitted by individual bar members at no charge only if the following 4 statements are true. To receive a waiver, please read the information below and select "I affirm" when prompted on the application. If any of the statements below are not true, please do not select the box, and instead select "Next". **Note: if the course you are entering was from Oregon, this box will not populate for you as being located outside of Oregon is one of the required affirmations.**

> ☐ I affirm all of the following statements are true:
> 1. the bar member applicant is not in any way affiliated with the program sponsor; and
> 2. the program sponsor is geographically located outside the state of Oregon; and
> 3. the program was located outside of Oregon; and
> 4. the member attended the program individually, with no intent to attend the program with any other Oregon bar members. Under this section, this rule does not require the member to review. who was in attendance, but instead prohibits a waiver when more than one Oregon Bar member intends to attend the program jointly.

If you cannot attest to the above, or the course was located in Oregon, then you will be required to pay our accreditation fees. Our fee structure is below:

- $40 for a program that is up to four hours long;
- $75 for a program that is more than four hours long but not more than eight hours long;
- $125 for a program more than eight hours long.

The information and materials that must be uploaded with the application are:

- Copy of the program agenda showing timelines (start and end times and breaks) so we may calculate the total number of minutes of instruction
- Biographical information on the program presenters
- Copy or sample (15-20 pages) of the program's written materials
- If requesting ethics credit, upload all ethics materials

Review and confirm the details, before completing your submission and making payment through the online cart (if required).

The MCLE staff attempts to proces accreditation applications within 30 days of receipt. Once your application is processed, you will receive an automated email letting you know whether the application was approved or denied. If approved, please follow the self-reporting instructions included in the email.

If you have any questions, please reach out to us at mcle@osbar.org or (503) 431-6368.