

## How to submit a MCLE Sponsor Accreditation Application

To submit MCLE Sponsor Accreditation Applications online, you will need a log in for the [OSB website](#).

If you do not already have a login for the OSB site, please visit the [OSB login page](#), and click on 'Not a member' link. Follow the prompts to create your new user profile and associate it to the company record under the 'Add Business Address' Company field. Use the emailed confirmation code to access the account.

### New to the site?

Select an account type and register now.

Not a member

Once you have a login, you can find the MCLE application by clicking on the MCLE Home link on your OSB Dashboard to open the MCLE Dashboard. Then, select Submit New Application from the drop down menu and select submit new [Sponsor Accreditation Application](#)

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

## MCLE Accreditation Application – Credits

**Credits:** You may request 1.0 credit for every 60 minutes of actual instruction which meets the MCLE accreditation requirements. No credit will be awarded for introductions, breaks, meals, or other non-instructional activities. Credits are awarded in quarter credit increments and rounded down to the nearest quarter credit.

**Application Fees:** The application fee is \$40 for programs up to 4.0 credits, \$75 for programs from 4.25 to 8.0 credits and \$125 for programs 8.25 or greater credits. There is a reduced fee of \$25 for programs of 60 minutes or less offered at no cost to all Oregon State Bar members.

\$40 late fee will be assessed for applications received more than 30 days after the original program date (live programs) or production date (recorded programs).

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.

## MCLE Accreditation Application – MCLE Accreditation Application Submitted

Sponsor My CLE Company		Program Title [Redacted]	
Status New	Delivery Type Live and Recorded	Program Date [Redacted]	End Date [Redacted]
City Tigard	State Oregon	Country United States	

**APPLICATION CHECKLIST**

- ☒ Delivery Method
- ☒ Application
- ☒ Credits
- ☒ Program Attachments
- ☐ Review

Credit Type	Credit Hours
General	5.00
Total	5.00

File	Category	Description
[Redacted]	Program Timeline/Agenda	Agenda
[Redacted]	Speaker Bios	Bios
[Redacted]	Program Materials	Program Materials

Please review your application for accuracy and then click "Complete and Pay" to send your application to OSB.  
If you would like to create additional application(s) before paying then click **Complete and Create New Application**.  
Your applications will not be received by the OSB until payment is made.

[← Previous](#) [Complete and Create New Application](#) [Complete and Pay](#)

The MCLE staff attempts to process sponsor 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 the MCLE Department at [mcle@osbar.org](mailto:mcle@osbar.org) or (503) 431-6368.