Add Law Clerk Tutoring Credits – Licensed Legal Professionals (LLPs)

Instructions for Adding Law Clerk Tutoring Credits to MCLE Transcript:

- 1. Sign in to MCLE Profile at <u>https://mcle.wsba.org</u> (same login credentials as myWSBA).
- 2. Click "ADD CREDIT" button on the dashboard page.
- 3. Click the "Select Activity Type" button.
- 4. Click the "Next" button.
- 5. Select the "Law Clerk Tutoring" option.
- 6. Review the applicable court rules and click the "Next" button.
- 7. Answer the eligibility question and click the "Next" button.
- 8. If determined eligible, complete required fields and add your tutor's monthly certificate.
 - a. Note, the monthly certificate hours are a per week value, so, be sure to include full monthly value for the Personal Supervision Hours.
- 9. Click on "Submit Application" and record the activity ID number for your records. MCLE Analysts typically review submissions within two weeks.
- 10. Check the "MY APPLICATIONS" MCLE tab periodically. If additional information is needed, activities will be flagged as "Incomplete." Highlight and click the incomplete activity row and review the "Comments & Communication" panel for instructions from the MCLE Team.
- 11. Approved applications are automatically added to members' MCLE transcripts.

For further assistance see <u>www.wsba.org/MCLE</u> or contact MCLE at <u>mcle@wsba.org</u> or 206-733-5987.