

## How to Get CLE Credits at PIELC 2014

1. **Get a Certificate of Attendance from the CLE table.** Double check your registration packet first; you may have already been given one.
2. **Fill out your Certificate of Attendance and update it throughout the conference.** Ask the CLE table which panels to go to in order to receive CLE credit. Be sure to update your Certificate as you attend panels and/or the ethics workshop!
3. **When your Certificate is complete, have it scanned at the CLE table.** You will be able to take your hard copy back home with you!
4. **After scanning the Certificate, you're free to go! Questions? Contact us at [pielc.cle@gmail.com](mailto:pielc.cle@gmail.com) or Anne Haugaard at (360) 852-3071**

### For all States

Please record your attendance at each panel identified as CLE panel. There will be a sheet in the back of each panel. Please sign in on that sheet and record your own hours on your individual Certificate of Attendance. Return that certificate to the CLE table at the end of the conference. We will scan it and let you leave with your original hard copy.

### Oregon

Record which panels you attend on either a hard or electronic copy of the attendance sheet. **Make sure to include your bar number.** We will report your attendance to the Oregon Bar. We are in the process of obtaining CLE accreditation in Oregon.  
[http://www.osbar.org/\\_docs/forms/mcle1.pdf](http://www.osbar.org/_docs/forms/mcle1.pdf)

### Alaska

Please self-report your credits on the MCLE reporting form available at [www.alaskabar.org](http://www.alaskabar.org).

### California

Self-report and claim credits for an approved activity in an approved jurisdiction (Oregon).  
[http://rules.calbar.ca.gov/Portals/10/documents/Rules\\_Title2\\_Div4-MCLE.pdf](http://rules.calbar.ca.gov/Portals/10/documents/Rules_Title2_Div4-MCLE.pdf)

### Colorado

Submit a completed Colorado Affidavit form with the section entitled “accreditation in another (mandatory CLE) state.” [www.cletrack.com](http://www.cletrack.com)

or

Submit the “Uniform Certificate of Attendance” (provided by some sponsors of CLE programs) along with a statement certifying that the CLE program is accredited in another mandatory CLE state. Also, indicate the name of the state and the number of credits awarded by that state.

### Idaho

Be sure to write your name and bar number down for each panel that you attend. We will be sending a list to the Idaho State Bar of members who attend potential CLE-credit panels.

Please be sure to keep a detailed record of the specific topic and times of the panels that you attend. If ethics credits are requested, keep a record of the ethics topic(s), preferably including the specific Rules of Professional Conduct discussed.

Please fill out the form: <http://isb.idaho.gov/pdf/mcle/mcleapp.pdf>.

### **Montana**

Please attach documentation of the other state's approval (Oregon) to your affidavit at the end of the reporting year. Register through [www.clereg.org](http://www.clereg.org) You can find written documentation that the Public Interest and Environmental Law Conference has been approved for CLE credits at <http://www.osbar.org/members/mclesearch.asp>. You should be able to obtain this documentation a month after the program. It may be helpful to attach a copy of the PIELC brochure, which contains a brief description of the panels and workshops.

For attorney requirements, see <http://www.mtcle.org/pdfs/clerules.pdf>

### **Utah**

Please provide name and bar number for each CLE-approved panel attended. Complete a Certificate of Compliance, found at: <http://www.utahbar.org/mcle/mcle-forms-library/>

Active status attorney requirements, see

<http://www.utcourts.gov/resources/rules/ucja/ch14/04%20mcle/usb14-404.html>

### **Washington**

APR 11.6(a)(1) requires that the sponsor of each approved live program (or each live program for which approval is sought) must make available to each lawyer an MCLE Board attendance certification form. This form is to be completed by WSBA lawyers taking the course to show the actual time spent by each lawyer in active attendance. From these reports the sponsor will be able to report to the MCLE Board the correct attendance credit for each lawyer.

Submit a form 1. Please include a detailed time schedule of the topics that were covered in the CLE courses you attended. Start and end times for each session, each break, and meal items must be given. Do not send course materials or handouts. These will be requested if needed to determine accreditation.

You may submit a Form 1 application online by following the procedure below. This method is preferred.

1. Go to the "mywsba" website at [www.mywsba.org](http://www.mywsba.org). Note: You must have a valid e-mail address on file with the WSBA to log in. If this is your first time accessing your MCLE roster through [www.mywsba.org](http://www.mywsba.org), you must use the "Reset password" link to set up a new password. Your user name will still be your bar number. If you do not have a valid e-mail address on file, you must contact the Service Center at [questions@wsba.org](mailto:questions@wsba.org) or by phone at 800-945-9722 or 206-443-9722 to have an e-mail address added to your records.
2. Click "login" in the top right corner of the screen and log in.

3. Click on the “MCLE” link on the left side of your *My profile* page.
4. Click on “Add Activity.”
5. Do a search to see if the activity has already been approved (see search suggestions on the screen).
6. If you do not find a Form 1 for the approved course, click on the link at the bottom of the screen for the type of Form 1 activity you want to submit (Live, A/V) and fill it out.

Attorney requirements found at <http://www.wsba.org/Licensing-and-Lawyer-Conduct/MCLE/Members/MCLE-Compliance#credit%20requirements>  
[http://www.wsba.org/~media/Files/Licensing\\_Lawyer%20Conduct/MCLE/2013%202015%20MCRI.ashx](http://www.wsba.org/~media/Files/Licensing_Lawyer%20Conduct/MCLE/2013%202015%20MCRI.ashx)

<http://www.wsba.org/Licensing-and-Lawyer-Conduct/MCLE/Members/Attendance-Reporting>

Reporting “form 1” available at  
[http://www.wsba.org/~media/Files/Licensing\\_Lawyer%20Conduct/MCLE/Form%201%20PDF%20Revd%20%208113.ashx](http://www.wsba.org/~media/Files/Licensing_Lawyer%20Conduct/MCLE/Form%201%20PDF%20Revd%20%208113.ashx)

### **Other States**

If your state is not listed, please check your bar’s website for more information about how to receive credit. You can find written documentation that the Public Interest Environmental Law Conference has been approved for CLE credits at <http://www.osbar.org/members/mclesearch.asp>. You should be able to obtain this documentation a month after the program. If you need additional assistance, please contact Anne Haugaard [ahaugaar@uoregon.edu](mailto:ahaugaar@uoregon.edu)