

MCLE Itemization Form for LP Applications

Instructions

In accordance with [RLP 4.4](#), an applicant must complete 20 hours of professional education courses approved by the Admissions Department within 18 months prior to licensure. These requirements include:

1. Two hours on legal ethics for paralegals;
2. One hour on IOLTA account administration;
3. Two hours on Oregon Rules of Civil Procedure to include:
 - a. Oregon State Specific Court Practice for Trial Court Rules,
 - b. Supplementary Local Rules; and
 - c. Uniform Trial Court Rules;
4. One hour on identifying scope-of-license issues and practical identification of mandatory referral scenarios;
5. One hour on limited scope law practice management skills for newly licensed paraprofessionals;
6. One hour on mental health/substance abuse in the legal profession; and
7. The remaining hours on the practice areas in which the applicant seeks endorsement.
All courses must be accredited by the Oregon State Bar, which should include continuing legal education (CLE) programs approved for attorneys or paralegals.

The Required Courses approved by the Admissions Department will be posted on the Admissions homepage at the OSB website sometime in the fall of 2023.

Applicants may complete this requirement after they have filed their application.

If you have completed your MCLE requirements prior to submitting your application, please fill out the form below and include with your LP application.

MCLE Itemization Form for LP Applicants

- In accordance with RLP 4.4, an applicant must complete 20 hours of professional education courses approved by the Admissions Department within 18 months prior to licensure.
- This form may be completed at the time you screen a recorded CLE program for which there is no attendance record or certificate of completion obtainable from the program sponsor.
- Keep this form for your records for one year after your MCLE reporting deadline.
- This form may be submitted in the event of an audit to satisfy MCLE Refutation 7.100.
- Do not submit this form to the Oregon State Bar unless you are audited. This form is not for the purposes of reporting credits earned.

Name:

Program Title:

Date and location (city & state) of original program:

Program #:

Name of Program Sponsor:

Date(s) Screened M/D/Y	Location of Screening (i.e., home, office, car)	Time of Screening	Source of Program (i.e., where did you rent, buy, borrow)	Audio or Video?	Did you screen entire program from start to finish?	Written Materials Reviewed (yes/no)

NOTES:

☐ Activity has been accredited by the Oregon State Bar for the following credit:

- ☐ Abuse Reporting
- ☐ Access to Justice
- ☐ Access to Justice (Intro)
- ☐ Ethics
- ☐ Ethics (Oregon Specific)
- ☐ General
- ☐ Oregon Practice & Proc.
- ☐ Personal Management
- ☐ Practical Skills
- ☐ Mental Health/
Substance Abuse