

MCLE FORM 1: Recordkeeping Form (Do Not Return This Form to the Bar)

Instructions:

Pursuant to MCLE Rule 7.2, every active member shall maintain records of participation in **accredited** CLE activities. You may wish to use this form to record your CLE activities, attaching it to a copy of the program brochure or other information regarding the CLE activity.

Do not return this form to the Oregon State Bar. This is to be retained in your own MCLE file.

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|---|--|---|--|
| Name: | | Bar Number: | |
| Sponsor of CLE Activity: | | | |
| Title of CLE Activity: | | Program Number: | |
| Date: | Location: | | |
| <input type="checkbox"/> <i>Activity has been accredited by the Oregon State Bar for the following credit:</i> <input type="checkbox"/> General <input type="checkbox"/> Prof. Resp.- Ethics <input type="checkbox"/> Access to Justice <input type="checkbox"/> Abuse Reporting <input type="checkbox"/> Practical Skills <input type="checkbox"/> Pers. Mgmt/Bus. Dev.* <input type="checkbox"/> Mental Health/Substance Use | <input type="checkbox"/> Full Credit. <i>I attended the entire program and the total of authorized credits are:</i> <input type="checkbox"/> General <input type="checkbox"/> Prof. Resp.- Ethics <input type="checkbox"/> Access to Justice <input type="checkbox"/> Abuse Reporting <input type="checkbox"/> Practical Skills <input type="checkbox"/> Pers. Mgmt/Bus. Dev.* <input type="checkbox"/> Mental Health/Substance Use | <input type="checkbox"/> Partial Credit. <i>I attended _____ hours of the program and am entitled to the following credits*:</i> <input type="checkbox"/> General <input type="checkbox"/> Prof. Resp.- Ethics <input type="checkbox"/> Access to Justice <input type="checkbox"/> Abuse Reporting <input type="checkbox"/> Practical Skills <input type="checkbox"/> Pers. Mgmt/Bus. Dev.* <input type="checkbox"/> Mental Health/Substance Use | |

***Credit Calculation:**

One (1) MCLE credit may be claimed for each sixty (60) minutes of actual participation. Do not include registration, introductions, business meetings and programs less than 30 minutes. MCLE credits may not be claimed for any activity that has not been accredited by the MCLE Administrator. If the program has not been accredited by the MCLE Administrator, you must submit a Group CLE Activity Accreditation application (See MCLE Form 2.)

Caveat:

If the actual program length is less than the credit hours approved, Bar members are responsible for making the appropriate adjustments in their compliance reports. Adjustments must also be made for late arrival, early departure or other periods of absence or non-participation.

*Personal Management Assistance/Business Development. See MCLE Rule 5.12 and Regulation 5.300 for additional information regarding Category III activities. Maximum credit that may be claimed for Category III activities is 6.0 in a three-year reporting period and 3.0 in a short reporting period.