

### **Cloning (Duplicating) an Approved Activity**

For sponsors that received accreditation approval for a course and plan to offer an identical course in which **only** the location, format, duration, or date differs, they are eligible to clone the approval status to a new application. Sponsors can clone the original approved activity if the start date of the identical course is within 12 months of the original activity start date and the original approved activity is less than one year old. Cloned courses are automatically approved and there is no charge to clone activities. If changes are made to the course materials or if sessions are presented by different speakers, the course is not eligible for cloning.

Sponsors may clone approved activities to the following activity types:

- Realtime Original to Realtime Clone
- Realtime Original to Recorded Clone
- Recorded Original to Recorded Clone

### **Instructions to Clone an Approved Activity:**

1. Sign in to sponsor account at <https://mcle.wsba.org>.
2. Click the tab for “My Activities.”
3. Search for the activity to clone.
4. Click on the activity ID to view the activity details page.
5. Scroll to the middle of the page and select the “Clone this Activity” button.
6. Review the guidelines regarding cloned activities and select “Acknowledge.”
7. Select the format to clone the activity as and select “Next” and answer the series of questions pertaining to the clone.
8. Enter application details with new information about the clone (*e.g.*, location, dates, format, duration, etc.) and attach an updated agenda. If the duration of the clone has decreased, adjust the credits to match the updated duration.
9. Review “Agreement and Understanding of Sponsor Duties” and check the corresponding box.
10. Select “Submit Application” and record the activity ID number for your records. MCLE Analysts typically review submissions within two weeks.

Please note, to avoid a \$50 attendance late fee, sponsors must report attendance for all licensed legal professionals (LLPs) who attended a realtime clone course within 30 days from the end date of the activity.

For further assistance, see [www.wsba.org/MCLE](http://www.wsba.org/MCLE) or contact MCLE at [mcle@wsba.org](mailto:mcle@wsba.org) or 206-733-5987.