

## **New CLE Sponsor Registration**

To submit CLE course applications for WSBA MCLE approval, sponsors must have an active online WSBA MCLE account. From the sponsor account, sponsors can submit applications for MCLE accreditation, view the current status of applications, make payments and report attendance on approved activities.

Organizations that do not have an existing CLE sponsor account on the MCLE Board website, may request to register as a new CLE sponsor. To inquire about the possibility of an existing account, please email [mcle@wsba.org](mailto:mcle@wsba.org) with the organization name and past representative/contact person.

### **Instructions for Registering as a New CLE Sponsor:**

1. Go to the MCLE Board Sign In page: <https://mcle.wsba.org>.
2. Click the “New CLE Sponsor?” link.
3. Complete the “Organization Name” field and, if applicable, click the “Add Another Alias or Acronym” button and complete the fields. Click “Next.”
4. Complete the “Organization Email” field. **Note: the organization email address must be unique.** It may not be in use on any other WSBA account (lawyer, LLLT, LPO, CLE sponsor account, etc.).
5. Complete the “Representative Email” field if different from the “Organization Email” entered in step number 4.
6. After the Sponsor Information is complete, click the “Next” button and answer the series of prompts followed by clicking the “Next” button.
7. Complete the necessary organization information (phone number, address, etc.) and click “Next.”
8. Complete the Representative Information fields and click the “Submit Request” button.
9. After the application is reviewed, an email response will be sent within a few business days with additional new sponsor account information.

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.