



## Volunteers may earn up to 24 CLE credits every three years for volunteering with KCBA!

One CLE credit is available for every 60 minutes devoted to providing pro bono legal services. Please consider reporting your pro bono hours even if you do not need the CLE credit. Entering your pro bono activities helps to show Volunteer Lawyer Program funders how much pro bono work is being done in Washington State!

### How to Add a Pro Bono Service Activity to receive CLE Credit

1. Go to the "mywsba" website [www.mywsba.org](http://www.mywsba.org). You must have a valid email address on file with WSBA
2. Click "Login" in the top right corner of the screen, and log in.
3. Click on the "MCLE" link on the left side on your *My Profile* page.
4. Select Pro Bono Service from the Add New Activity screen. This will prompt you to complete the following fields.
  - a. Qualified Legal Service Provider: KCBA Pro Bono Services
  - b. Number of Pro Bono Hours: One credit is available for every 60 minutes devoted to providing pro bono legal services.
  - c. City: Seattle, WA
  - d. Calendar year: Enter the calendar year you provided Pro Bono Service.
5. Once you have done this you can click the Submit button at the bottom of the page or Save as Draft button to save your progress and complete the application at a later date. You will receive a message at the top of page indicating if your activity was submitted or saved.

**Important Note:** You must identify "**KCBA Pro Bono Services**" as the Qualified Legal Services. If you write anything else like "NLC" or the name of your clinic it will not qualify. Pro Bono Activities do not count towards you ethics and Law & Legal Procedure requirements.

You can also find CLEs to satisfy your additional requirements by watching the *CLE accredited* training videos on our website: <http://pbsvideos.kcba.org>

To report recorded CLE activity, follow the instructions on the WSBA website:

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

If you have any questions, please contact WSBA CLE Department at [cle@wsba.org](mailto:cle@wsba.org). Or view further reporting instructions on the WSBA website: <http://www.wsba.org>.