

Oregon State Bar CLE Seminars

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.**

Name:	Bar Number:
Sponsor of CLE Activity: Oregon State Bar CLE Seminars Department	
Title of CLE Activity: Best Practices for Completing IRS Form 1023: Recognition for Exemption as a 501(c)(3) Nonprofit Organization	
Activity has been accredited by the Oregon State Bar for the following credit:	Activity ID: 43342
<input type="checkbox"/> 1.5 Practical Skills credits	
<input type="checkbox"/> Oregon State Bar Center—September 29, 2017 <input type="checkbox"/> Webcast or On Demand (Date Completed): _____ <input type="checkbox"/> Self-Study with Video or Audio Product (Date Completed): _____	
<input type="checkbox"/> Full Credit. I attended the entire program for the total authorized credits.	
<input type="checkbox"/> Partial Credit. I attended _____ hours of the program and am entitled to the following credits:	
<input type="checkbox"/> General	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Ethics	<input type="checkbox"/> Oregon specific
<input type="checkbox"/> Access to Justice	<input type="checkbox"/> Oregon Practice and Procedure
<input type="checkbox"/> Abuse Reporting	<input type="checkbox"/> Personal Management Assistance*
<input type="checkbox"/> Mental Health/Substance Use	<input type="checkbox"/> Business Marketing*

Credit Calculation:

One MCLE credit may be claimed for each 60 minutes of actual participation. Do not include registration, introductions, business meetings, or 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, Oregon State 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 nonparticipation.

*Personal Management Assistance/Business Marketing: 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 in a three-year reporting period and 3 in a short reporting period.