

Frequently Asked Questions
Mandatory Continuing Legal Education (MCLE)

Question: What is the compliance year?

Answer: July 1 - June 30

Question: What are the credits needed?

Answer: 10 credits, inclusive of at least 2 ethics credits

Question: When should I begin taking courses?

Answer: The first full year (July 1) after you are sworn in.

Question: When do I file?

Answer: First, when you have completed the 10 credits, use Appendix G from the Rhode Island MCLE forms. Attach or up load copies of your certificates of attendance and/or teaching documentation. Retain the original certificates for your file for three years. Additional credits taken after you are in compliance may be filed as “supplementary.” Be sure to clearly mark “supplementary” Appendix G. Up to 10 supplementary credits can be carried forward for one year only. You will receive a transcript (balance) of carry forward in October. **You may view your MCLE record anytime on the Rhode Island Supreme Court attorney portal.**

PLEASE READ the Rhode Island Supreme Court Rules, Article IV, Rule 3, the MCLE Regulations, and use the prescribed forms for applications for approval and filings. Appendix G must accompany all filings. Forms are available on the MCLE home page of the Judiciary’s website at www.courts.ri.gov.

Question: How do I get credit?

Answer:

1. As a participant in a live seminar or contemporaneous webcast;
2. In an interactive on-demand online seminar (up to 3 credits);
3. As a teacher of approved CLE (up to 6 credits);
4. As a participant in approved in-house programs at your firm (up to 5 credits);
or
5. As an author of a published article (submit for individual assessment) (up to 5 credits).

Question: **Where do I get credit?**

Answer: 1. By selecting a course from an approved Rhode Island MCLE Sponsor (the sponsors advertise their approval); or
2. By submitting your own individual request for approval of a program offered by a non-accredited sponsor.

Question: **What if I live out of state?**

Answer: 1. You may take courses in any other state from a Rhode Island MCLE approved sponsors, or make an individual application for approval of a program taken from a non-accredited sponsor; or
2. If you have met the MCLE requirement in your home MCLE state, you may send in verification for reciprocal compliance. MCLE Reg. Rule 4.14.

Question: **What if I am “Active” but do not practice or handle any legal work or cases in Rhode Island?**

Answer: You may so certify in a letter to the Supreme Court Clerk’s Office and request a waiver of the MCLE requirement each year. **NOTE:** Even if your circumstances remain the same, a letter **must** be submitted each year by June 30.

Question: **Can I verify that the program is approved?**

Answer: Yes, search the MCLE portal approved sponsor list or contact the MCLE Commission at (401) 222-4942 or at mcleinfo@courts.ri.gov.

Question: **Are there any application or filing fees?**

Answer: 1. **No** - If you file in full by June 30.
2. **Yes** - If you file after June 30 with the proper credits accrued in the given year, there is a \$50.00 fee. If you file on or after Oct 1 with the proper credits for the year, there is a \$100.00 fee. If you file on or after January 1 with the proper credits for the year, there is a \$150.00 fee.
3. **Yes** - If you fail to comply with accrual of the educational requirements in the prescribed compliance year, a \$100.00 fee will be assessed for filing make-up credits within the first 90 days after the date of notice of non-compliance is sent to you. After an additional 90 days has elapsed from the notice date, the fee for filing make-up credits is \$200.00. Non-compliance thereafter results in removal from the Master Roll.

Question: Do I receive confirmation of my credits?

Answer: When you file your Appendix G and attachments, if all is in order you will receive no confirmation but you may view your status and credit details on “my CLE account” within the MCLE pages of the Rhode Island Supreme Court attorney portal. You will hear from us if there is an incomplete element in your filing and by issue of your carryover, if any.

Question: Who should I contact with questions about MCLE sponsors or credits?

Answer: Please contact the MCLE Commission at (401) 222-4942 or at mcleinfo@courts.ri.gov. We are happy to help.
