



JACQUELYNN B. ROTHSTEIN
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Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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You received this mailing because you were admitted to practice law in Wisconsin in an odd-numbered year and your Wisconsin membership status is listed as active or senior active. As such, you are required to comply with the continuing legal education (CLE) reporting requirements pursuant to SCR 31.03.

For the 2024-2025 reporting cycle:

- All attorneys are required to **electronically file** their CLE report using the e-filing program at <https://www.wicourts.gov/services/attorney/edu.htm>. This applies to those attorneys who report credit hours *and* also to those attorneys who choose one of the exemptions noted below. **Effective September 21, 2025:** A two-factor authentication system will now be required for reporting and will replace the four digit pin numbers previously required.
- If your primary practice is in Wisconsin, you will be required to comply with the attendance requirement pursuant to SCR 31.02.
 - **Active members** will be required to report a minimum of 30.0 approved CLE credit hours, 3.0 hours of which must satisfy the EPR (ethics and professional responsibility) requirement.
 - **Senior Active members** (75 years or older) will be required to report a minimum of 15.0 approved CLE credit hours, 3.0 hours of which must satisfy the EPR (ethics and professional responsibility) requirement.
 - **As a reminder – on-demand** CLE credits are limited to fifteen (15) per reporting cycle and may not be used for EPR credit.
- If you did not engage in any activity constituting the practice of law in Wisconsin for the complete 2024-2025 reporting period, you have the option of electing the **Attendance Exemption** pursuant to SCR 31.04 (2), in lieu of listing hours.
- If your primary practice is in a jurisdiction (other than Wisconsin) that has a mandatory CLE requirement, and you have complied with it, you have the option of electing the **Comity Exemption** pursuant to SCR 31.04 (3), in lieu of listing hours.
- To avoid a late filing fee or other penalties, your 2024-2025 courses must be completed by January 31, 2026, and your CLE report must be submitted electronically on or before February 1, 2026. Attorneys who choose one of the exemptions must also submit their reports electronically on or before February 1, 2026, to avoid late fees or other penalties.

Effective January 1, 2026: A *new category* of CLE credits will be available. This includes courses that address cultural competency and the reduction of bias (“CCRB”). Attorneys will be permitted to take *up to 6.0 credits* per reporting period in this category. For more details see <https://www.wicourts.gov/supreme/docs/2404finalorder.pdf>.

Additional information and complete reporting instructions are posted on the Court’s website at <https://www.wicourts.gov/services/attorney/edu.htm>.

Should you need further assistance with filing, please contact our CLE Records Manager Team: Tammy McMillen at (608) 261-2350 or Alexandra Hebda at (608) 261-2349.