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OVERVIEW

Please reference our [Bar Exam Homepage](#)

The Colorado Uniform Bar Examination (UBE) consists of three parts: The Multistate Essay Exam (MEE), the Multistate Performance Test (MPT) and the Multistate Bar Exam (MBE). To pass the Colorado Bar Exam, an examinee must receive a scaled score of 270. The formula for determining the total bar exam score is:

$$\text{MEE/MPT Scale Score} + \text{MBE Scale Score} = \text{UBE Bar Exam Score}$$

Day 1, A.M. Session - Multistate Essay Exam (MEE):

The MEE portion of the Colorado Bar Examination consists of six questions. Examinees are required to answer all six essay questions in the morning session. A total of three hours is allocated to answer six essay questions (an average of thirty minutes per question). Learn more about the [MEE](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

Day 1, P.M. Session - Multistate Essay Exam (MPT):

The MPT consists of two 90-minute questions. Both MPT questions are given in the afternoon session. A total of three hours is allocated to answer two MPT questions. The MPT questions are designed to test skills commonly used by lawyers practicing law competently. These skills generally include, but are not limited to, the following: Legal Analysis, Fact Analysis, Awareness of Professional Responsibility, Problem Solving, Research Skills, and Writing Skills. Learn more about the [MPT](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

Day 2, Multistate Bar Exam (MBE):

The MBE is a 6-hour multiple-choice test consisting of 200 questions. It is divided into a 3-hour morning session and a 3-hour afternoon session. Learn more about the [MBE](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

*Colorado does not accept MBE score transfers from other jurisdictions or from previous examinations for purposes of waiving the MBE portion of the exam.

For information on how the exam is graded and score please review our [Holistic Grading](#) page.

Exam Dates and Location

The bar exam is held twice yearly on the last Tuesday and Wednesday of every February and July.

All exam applicants are required to take all portions of the MEE, MPT and MBE examinations. The MEE and MPT are administered on Tuesday, followed by the MBE on Wednesday.

The exam is administered in the Denver Metro Area.

Attorney Admission Requirements for a Bar Examination Applicant

To be authorized to take the oath of admission by the Office of Attorney Admissions, the following must be complied with:

- Passing the Colorado Bar Examination
- [Character and Fitness](#) clearance
- [Multistate Professional Responsibility Exam](#) (MPRE)
- Completion of the [Professionalism Course](#)

Taking the Bar Examination

Schedule

The Examination Schedule contains important details about test timing, location, mandatory procedures and warnings. Reading the instructions and schedule prior to the first day of the exam is mandatory. The Schedule and Instructions will be posted on our website at: [Bar Exam Homepage](#)

Laptops

If you are taking the exam using a laptop, registration and software download is required. Laptop registration will be open for a limited period.

Test Method

You must also verify the accuracy of your Test Method for Day 1 of the bar exam - computer or handwriting. If you would like to switch methods, you must notify OAA immediately and prior to the Test Method change deadline (posted on our homepage).

Venue and Seat Assignment Letters

A venue and Seat Assignment Letter will be provided to all examinees that have not withdrawn their application. The letter will indicate your testing location, seat number, and test method.

Identification

A valid, government-issued, unexpired photo identification (such as a driver's license, the address does not need to match the current address in your Profile) is required to complete the daily check-in process.

Step 1 – Determine Your Eligibility

Applicants who are ineligible to apply as an On-Motion or UBE Score Transfer are required to pass the Colorado Bar Examination. To be eligible an exam applicant must meet one of the following criteria:

- Received a J.D. or LL.B. degree from an ABA accredited law school.
- Received a J.D. or LL.B. degree from a state-accredited law school AND have been primarily engaged in the active practice of law for three of the five years immediately preceding your admissions application to OAA (see [Foreign Educated/Non-ABA Law School Preliminary Determination](#)); you will require a predetermination to sit for the exam far in advance of the application filing period. See the [Submission Deadlines](#).
- Foreign Law School Graduates – Please reference our [Foreign Educated/Non-ABA Law School Preliminary Determination](#) page; you will require a predetermination to sit for the exam far in advance of the application filing period. See the [Submission Deadlines](#).

Disbarred Out-of-State Attorneys and Suspended Discipline Out-of-State Attorneys should review C.R.C.P. 203.1(6) and (7) as generally you will not be eligible to sit for the bar exam in Colorado until you have been readmitted or reinstated in the jurisdiction in which you were disbarred or suspended. Attorneys to resigned pending disciplinary proceedings in another jurisdiction are not eligible. If you have any questions please contact us at bleinfo@csc.state.co.us. See [Admissions Rules](#).

Step 2 - File a Bar Examination Application

The online application requires that you obtain a unique NCBE number. This number may be obtained by going to: <http://www.ncbex.org/>. It takes only a few moments to obtain an NCBE number. The following must match exactly what you enter in the Profile of your online application for admission:

- Name
- Date of Birth
- Last Four Numbers of your Social Security Number (click the box in the application if you do not have a social security number)
- NCBE Number

If you have not already obtained an NCBE number, you will be directed to the NCBE website when you begin your application. This number will be displayed on your application account dashboard. Retain this number for your records, as you will be required to provide it when making inquiries about your application and when you apply for score transfer information or when applying for admission in other jurisdictions.

Step 3 - Documents and Information Required to *Submit* your Application

Your online bar exam application will be deemed timely filed only if you electronically submit your application by the applicable application filing deadlines. In order to submit your application, you must upload the completed:

- **Driving Record** (an electronic Driving Record issued from the appropriate state agency is acceptable; do not obtain a driving record through any commercial online entity which will be rejected during your character and fitness review)
- **Photograph**

As a part of your application, you will complete the **FBI Privacy Act Statement, Applicant Agreement and Statement of Verification** that you are a bona fide applicant for licensure in Colorado.

Applicants are still required to upload supporting or substantiating/supplemental documentation in a timely manner after they have submitted their application.

Once you submit your application you should print and/or download a copy of the completed application and retain it for future reference. **PLEASE print or save a copy of the Applicant Agreement, as it contains relevant information regarding the administration of the bar exam.**

Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Similarly, any application prepared and/or submitted using the online admissions application portal is the property of the Colorado Supreme Court Office of Attorney Admissions.

FBI Privacy Act Statement

Submitting your fingerprints is NOT required to submit your application to the Office of Attorney Admissions. To submit your application, you are required to complete the FBI Privacy Act Statement form. You will never submit your fingerprints to our Office. The FBI Privacy Act Statement is a part of your online application. Obtaining a criminal history background check through IdentoGo or Colorado Fingerprinting is not required to submit your application, but you must make an appointment with either entity and have your fingerprints processed for a criminal history background check. This is required to complete the character and fitness review of your application. That will be completed AFTER your application is submitted.

Instructions on how to comply with our criminal background records requirement are located at [Fingerprint Submission/Criminal History Requirement](#).

Fingerprint processing is required of all applicants using the Colorado Applicant Background Service (CABS). A new criminal history check through IdentoGo or Colorado Fingerprinting is required with each new application submission.

Photograph

A current photograph of yourself, in compliance with the requirements below, is required in order to submit your application. It will be used for identification purposes during the bar examination.

The photograph must exactly match the below requirements listed below. These requirements are the same as a passport photo. Photographs may be taken at many retail locations that offer passport photo services (e.g., Walgreens).

You may also take your own photo via a phone app such as [Passport Photo Booth](#) or Passport ID Photo Maker Studio. If you want to take your own photo, it must conform to the specific requirements set forth on the [U.S. Department of State Passports](#) website.

Format: MUST be in jpeg, jpg or png format ONLY! (Photos in PDF format will NOT be accepted.)

Size of Photo:

- 600 x 600 PIXELS (not dpi). Please refer to Google or another search engine for instructions on how to save, crop and resize an image file. You can also open and resize a photo in Microsoft Paint.
- 2 x 2 inches (51 x 51 mm) in size.

Other Photo Requirements:

- Your photo must have been taken in the last three (3) months to reflect your current appearance.
- Background must be plain white or off-white.
- Headshot (from bottom of chin to top of the head) must be directly facing the camera with your full face in view (No other people should be in the photo).
- Taken with a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing you normally wear.
- No hats or head coverings, unless you wear it daily for religious purposes.
- Your full face must be visible and your head covering cannot cast shadows on your face.
- No headphones or wireless hands-free devices.
- Upload a single, color photo. No border or paper should be part of the uploaded image.
- Review the [Passport Photo Requirements](#) to see examples of acceptable and unacceptable photos.

Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, selfies (unless taken using one of the apps listed above), snapshots, glamour shots, low quality vending machine photos or full-body photographs are not acceptable.

Reference Requirements

Employment

Beginning with your current or most recent, you are required to list in chronological order, all periods of employment or self-employment, within the last ten (10) years or since you were first admitted to practice law in any jurisdiction (whichever is longer but in no case prior to your 18th birthday). Employment encompasses all part-time and full-time employment, including self-employment, externships, internships (paid and unpaid), clerkships, military service, volunteer work and temporary employment. Account for any unemployment period of more than three months (i.e., attending law school, studying for the bar examination, seeking employment, etc.).

ALL EMPLOYERS WILL BE CONTACTED. DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application.

All employment information must reflect both the complete mailing address of the business and the full name and complete mailing address and email of your supervisor or employer. To avoid delays in the application process make certain that all addresses, including zip codes are complete and accurate. Employers or employment supervisors will be, whenever feasible, contacted by email, or alternatively in writing by this office.

Exclusions: Do not include, as individuals who will verify your employment, persons related to you by blood or marriage, persons who are employees or who work under your supervision, anyone who resides at your current residential address or anyone listed in your answers for attorney and personal references.

Solo-Practitioner: For persons admitted in another jurisdiction(s) and who have engaged in private or solo law practice during which there was no supervisor or partner, provide the name, mailing address and email address of a judge or other professional colleague who is familiar with and able to verify your legal activities during the time in question.

Self-Employment: DO NOT list yourself as a supervisor or reference for any period of self-employment. Provide a reference that can attest to your status of being self-employed (e.g. a client, cohort, supplier).

Military: If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed. These may be submitted as supplementary documents.

Legal internships should be included under Employment even though you may not have been monetarily compensated for your activities. Do not list the supervisor/law professor from your internship in the professional reference section, if you have listed them as your reference for your employment.

Employment Termination: For any employment ending under adverse circumstances, including being terminated, suspended, disciplined, or permitted to resign in lieu of termination, include a detailed explanation of the circumstances surrounding each termination.

Attorney/Legal Professional References

Provide the names and addresses of three (3) attorneys who know you. If you are not admitted to practice law and you do not know three (3) attorneys, substitute law school professors or other professionals.

Exclusions: DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application.

Personal References

Provide the names and complete addresses for at least six (6) people with whom you are personally acquainted.

Include complete and accurate email and mailing addresses, including zip codes for each reference listed. References listed as Attorney References or Personal References will be contacted by email, or alternatively in writing, directly by this office.

Exclusions

DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application.

DO NOT solicit letters of reference from individuals listed in this section for submission with your application.

DO NOT include persons who are employees or who work under your supervision, who are related to you by blood or marriage, who reside at your current residential address, or any individuals already referred to in your application.

*OAA may request additional references if deemed appropriate.

Step 4 - Substantiating/Supplemental Documentation

Substantiating and supplemental documentation is material an applicant is instructed to provide in a question in which they provided an affirmative answer. For example, an applicant who answered “Yes” that they have received a criminal offense is required to provide arresting agency and court documentation. Another example is an applicant’s certificate of standing and disciplinary letter if a licensed attorney in another jurisdiction.

Substantiating and Supplemental documentation is NOT required at time of application submission. In order to complete the review of your file, however, they are required. Because most Substantiating and Supplemental documentation relies on a third-party you are encouraged to begin requesting and collecting these documents as soon as possible. Please do NOT wait to submit your admissions application until you have these documents. Again, please proceed with submitting your application with the required documents as listed above.

Upload documents only in PDF format. Do NOT upload documents in JPG, IFF, GIF, PNG or other file formats, with the exception of the photograph required.

Do not upload photographs of required documents. Submitting a photograph of a document taken with a cell phone or other photographic device will NOT be accepted.

Law School Graduation Certificate

Domestic Law School Graduates: Submit any paperwork required by your law school to ensure we receive a response to a request for your law school graduation certification and a copy of your law school application. Many law schools require students to notify the registrar where and when they plan to sit for the bar exam. Our office will reach out to the law schools via email to request them to fill-out our law school graduation certification form, a character and fitness form, and a copy of your law school application. If the law school is not responding, your licensure analyst will request that you reach out to your law school. We must receive the completed law school graduation certificate in order for you to be cleared to sit for the bar exam.

OAA DOES NOT accept certificates from the National Student Clearinghouse.

All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the bar examination.

If you will complete all law school academic requirements prior to the bar exam, **but your law degree (J. D.) will not be conferred until after the bar examination as a result of law school policies relative to timing of graduation ceremonies**, you must obtain authorization to sit for the exam prior to graduation from the Office of Attorney Admissions. Follow the procedures outlined below:

1. Submit a written request to OAA seeking relief from the educational requirements of C.R.C.P. 203.4(3)(a). Requests must be complied with written verification from the law school dean or registrar that all academic requirements will be completed prior to the date the bar examination is to be administered and stating the specific date upon which your degree will be conferred.
2. Following your successful completion of all academic requirements for graduation, but prior to the bar examination, arrange for the law school registrar or dean to certify in writing that you have completed all degree requirements and indicate the specific date on which your degree will be conferred. This certification must be received by the Office of Attorney Admissions prior to the bar examination. Failure to submit this document prior to the examination will prevent you from sitting for the examination.
3. After your degree has been formally conferred, notify your licensure analyst that they can send the email to the school registrar regarding completing the Certificate of Law School Graduation. This certificate may not be executed until after the date your degree is conferred. Failure to submit the final Certification of Graduation may result in nullification of your bar examination scores.

Certificate(s) of Standing

If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign and federal courts) you must submit a Certificate of Standing issued by the highest court(s) in which you are or have been admitted to practice law.

A Certificate of Standing must reflect:

- Your full name
- Date of admission to practice law
- Current status and standing
- Dates for any periods you may have been registered as “inactive” or the equivalent thereof.

A Certificate of Standing CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder.

DO NOT upload Photographs of required documents.

Letter(s) of Disciplinary History

If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign and federal courts) you must submit a letter from every attorney/judicial disciplinary agency(ies) in which you are or have been admitted to practice law.

A Letter of Disciplinary History CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder. Do not upload a screenshot of your online attorney profile. You must obtain an official letter from the jurisdiction in which you are or were

admitted to practice law, even if you have never received attorney discipline; the letter from the jurisdiction will provide that notice of no discipline history.

DO NOT upload Photographs of required documents. They will not be approved.

Step 5 - Amending Your Application

This is a **continuing obligation** application. Changes must be reported to OAA within ten (10) days of occurrence. All changes (including employment and residences) to the information provided in your original application must be reported. You must continue to update your application until you are admitted to practice law in Colorado. Be certain to save copies of all amendments and supporting documents.

Step 6 – Application Processing

When you submit your exam application it is assigned to a licensure analyst. The analyst will review your application to determine whether you qualify to sit for the Colorado Bar Examination. At that time they will send a request to your law school registrar to complete a Certificate of Graduation.

If you are a foreign-educated attorney or a graduate of a non-ABA accredited law school, your eligibility to sit for the exam was already completed prior to you being able to submit your application.

You will receive an exam status notice indicating when you have been cleared to sit for the exam OR incomplete and you have not been cleared to sit for the exam. The documents required to be “Cleared to Sit” are:

- Photo
- Law School Graduation Certificate

Character and Fitness (C&F): Once applicants have been cleared to sit for the exam, the licensure analyst begins the character and fitness review. This review takes several months and could continue up to and passed the main oath of admission ceremony, depending on the circumstances. Applicants will not be contacted about missing or required C&F documentation within two weeks of the exam administration in order to allow the applicant to focus on their bar exam studies.

Applicants will receive a second notice when the [character and fitness](#) review of their application has been completed. Please be advised that the character and fitness status can change up to, and including, the day you take the Oath of Admission. You have a continuing duty to inform your licensure analyst if an event occurs during the application process that may change an answer to one of the C&F questions. Failure to notify the office of an event may adversely impact your C&F on the basis of lack of candor. Please review the character and fitness rules if you have any questions. You may also want to reach out to [COLAP](#) if you have any C&F concerns you wish to discuss with an independent party.

Review your online application account frequently. System generated notices will inform you of your application eligibility determination. We recommend checking your account on a weekly basis.

Notices will also inform you of the need for additional information and documentation, as well as other important information, such as application status, upcoming deadlines, and additional admission requirements.