

**Virginia MCLE Board**  
**Virginia State Bar**  
**1111 East Main Street, Suite 700**  
**Richmond, VA 23219-0026**  
**(804) 775-0577**  
**www.vsb.org**

MCLE BOARD USE ONLY	
Course ID# _____	Decision: _____
CLE Hours: _____	Reason Code(s): _____
Ethics hours: _____	_____

### LAW FIRM APPLICATION FOR CLE COURSE APPROVAL (FORM 4)

1. **Name of Law Firm:** \_\_\_\_\_  
**Sponsor Representative\*:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_ **Registration Phone:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_ **Web address:** \_\_\_\_\_
2. **Title of Program:** \_\_\_\_\_  
**Course ID# of any prior Virginia approval of this program content:** \_\_\_\_\_
3. **Total CLE hours requested:** \_\_\_\_\_ including ( \_\_\_\_\_ ) **Ethics** hours and \_\_\_\_\_ **Well-being** hours
4. CHECK **ONE** Type and the applicable delivery method(s):  
**TYPE:** ☐ LIVE **DELIVERY METHOD:** ☐ Speaker in Room ☐ Videoconference\* ☐ Telephone\* ☐ Webcast\*  
☐ PRE-RECORDED **DELIVERY METHOD:** ☐ On-demand\* ☐ CD-Rom\* ☐ Video\* ☐ Audio\* ☐ Other \_\_\_\_\_  
**SETTING:** ☐ Group Setting ☐ Delivered to Individuals\* ☐ In-house **ATTENDANCE:** ☐ OPEN ☐ CLOSED
5. **Date(s):** \_\_\_\_\_ **Times (Begin/End):** \_\_\_\_\_  
**Location(s):** \_\_\_\_\_
6. **Course Registration Fee:** \$ \_\_\_\_\_ **Target audience:** In-House Attorneys \_\_\_\_\_ Client Attorneys \_\_\_\_\_ Other \_\_\_\_\_
7. **REQUIRED ATTACHMENTS:** *The MCLE Board will only consider applications with all required attachments.*
  - a. Program Time Schedule or Course Agenda.
  - b. **Complete set** of written materials provided to attendees prior to or at the program. Materials on CD, flash drive, or electronic link are acceptable. Only sessions with written instructional materials are approvable. **Course materials must be arranged in order and labeled/bookmarked by presentation session.** A \$50 reprocessing fee is required for submitting additional materials after a decision has been made on an application. [Review MCLE Opinion 14.](#)
  - c. Faculty name(s) and credentials.
  - d. \*Complete page 2 for all pre-recorded and distance learning courses. See [MCLE Opinion 16.](#)
8. **Description of materials:** Total number of pages \_\_\_\_\_ Printed \_\_\_\_\_ Other \_\_\_\_\_  
**Materials are distributed:** Before program \_\_\_\_\_ At program \_\_\_\_\_ Other \_\_\_\_\_
9. **Physical Facilities:** Conference room \_\_\_\_\_ Theater style \_\_\_\_\_ Writing surface? \_\_\_\_\_
10. **Number of attorneys present or anticipated:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Number of non-attorneys:** \_\_\_\_\_ / \_\_\_\_\_  
Firm Clients Other Firm Staff Clients
11. **Do you monitor time in attendance?** \_\_\_\_\_ **How?** \_\_\_\_\_
12. **Sponsor agrees to provide Certification of Attendance Form #2 and Certification of Teaching Form #3 (when applicable) to Virginia attorneys who attended and/or taught the program.**
13. **SPONSORS MUST FILE A NONREFUNDABLE APPLICATION FEE WITH THIS APPLICATION.** Please see attached [instructions for fee schedule](#). Make checks payable to Treasurer of Virginia. Applications received after 11:59 p.m. ET or during other non-business hours are considered received the next business day.

**Check #** \_\_\_\_\_

Fax transmissions are not accepted.

Please allow 90 days for board decision on complete applications.

**Signature** \_\_\_\_\_

(Sponsor Representative)

A materially false statement may jeopardize approval of this and future programs.

## MCLE Opinion 16 Compliance Information

This information is required for all pre-recorded and distance learning courses. See [MCLE Opinion 16](#).

1. The course must afford interaction between attendees and the presenter or other subject matter expert with respect to the subject matter of the course. Please describe how interaction is achieved for your program.

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2. The provider must have a system which allows certification of attendance to be controlled by the provider and which permits the provider to verify the date and time of attendance. How do you accomplish this?

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3. Do you provide information on the original recording date for the program (for pre-recorded courses only)?

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4. Is the program provided in audio or audiovisual format? \_\_\_\_\_ Text based? \_\_\_\_\_

5. Do you provide written instructional materials to cover the subject matter of the program? \_\_\_\_\_  
How and when are the materials distributed?

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6. You must provide the attorney with a certification of attendance once you have verified their actual time in attendance.

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Course Sponsor

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Contact Name

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Signature

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Email address

**Request for Live Interactive Approval of a Pre-recorded Program (See [Opinion 16](#))**

*Only complete and return this portion of the application if you are seeking LIVE credit for a PRE-RECORDED course.*

Please respond to the following questions and provide attachments:

1. Will this recorded program be held in a group setting? \_\_\_\_\_ If so, estimated number in attendance \_\_\_\_\_
2. How will “simultaneous, live interaction” be achieved?  
\_\_\_\_\_  
\_\_\_\_\_
3. Will the live interaction be with the original presenter? \_\_\_\_\_ If not, please provide name(s) and attach the resume/credentials for the discussion facilitator or panel members.  
\_\_\_\_\_
4. **Attach agenda showing times devoted to recorded presentation and live interaction.**

Pre-recorded programs that include an appropriate simultaneous, live interactive component may be considered for live interactive approval and not be subject to the 8.0 hours limitation.

*Do not return these pages with your application. Keep for your records.*

## **COURSE TYPES AND EXPLANATION OF VIRGINIA CRITERIA FOR APPROVAL**

**OPEN** - Course advertised and open to all attorneys.

**CLOSED** - Course open only to a specific group of attorneys.

**LIVE** - Instructor and attendees participate simultaneously.

**PRE-RECORDED** – Recorded version of an original live CLE presentation.

**IN-HOUSE** - Program offered to attorneys within the hosting firm.

**GROUP SETTING** - Program offered in group of 2 or more attorneys.

**DISTANCE LEARNING** – See examples and requirements below.

**TELECONFERENCE, SATELLITE, VIDEOCONFERENCE, OR LIVE WEBCAST**- To meet Virginia regulations the course must:

1. Give attendees the opportunity to participate in discussions with other attendees and/or the presenter.
2. Have written instructional materials distributed to each participant prior to the presentation.
3. Have attendance tracking – See [Opinion 16](#).

**VIDEO, AUDIO, CD-ROM** - To meet Virginia regulations the course must:

1. Facilitate interaction with the presenter or other subject matter expert. Email contact information is sufficient.
2. Have at least 2 attorney participants or be proctored (not restricted to only Virginia attorneys).
3. Be conducted in an educational setting.
4. Have written instructional materials distributed to each participant prior to the presentation.

**INTERNET, CD-ROM, ON-DEMAND (SELF STUDY NOT APPROVABLE)** - To meet Virginia regulations the course must:

1. Be in an audio or audio/video format. Text based courses are not approvable.
2. Facilitate interaction with the presenter or other subject matter expert. Email contact information is sufficient.
3. Have written instructional materials distributed to each participant prior to the presentation.
4. Have attendance tracking – See [Opinion 16](#).

For additional information see [MCLE Regulation 103](#) and the [MCLE Board Opinions](#).

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR CLE APPROVAL (FORM 4)

*Please allow 90 days for board decision on all applications.*

1. **Fill in contact information.**
2. **Fill in title of program** – If the exact content has been approved before, include the Virginia course ID of the previous approval.
3. **Total CLE hours** are the number of hours of course instruction excluding introductory remarks, breaks, meals, closing remarks. **ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE.** Keynote, mealtime speakers, judicial presentations, or roundtable discussions are given CLE credit only when written instructional materials are given to attendees that appropriately cover the topic. Virginia is a 60-minute state, meaning 60 minutes of instruction equals 1 CLE credit.

**Total Ethics hours** are the number of hours devoted to legal ethics or professionalism topics. Ethics relating to other professions, government employees, business professionals or general ethics are not approvable for Ethics credit.

**Ethics segment(s) must be clearly defined on the course schedule and be accompanied by specific ethics materials.** See [MCLE Regulations 101\(s and t\)](#), Regulation 103(d), and [MCLE Opinion 13](#) for additional guidance.

Total Well-being hours are the number of hours devoted to subject matter detailed in [MCLE Regulation 103\(c\)\(2\)](#) and [MCLE Opinion 19](#). **These segment(s) must be clearly defined on the course schedule and meet the approval requirements described in Regulation 103(c)(2) and Opinion 19.**

4. **Check one course type, setting, and delivery method(s).** Live presentations and subsequent video, audio or distance learning presentations of the live program require separate applications and application fees.
5. **Give all dates and locations.** The MCLE reporting year runs from November 1 - October 31. Courses are approved for the reporting year they are presented.
6. **Enter the price you charge** for course attendance (if applicable). **Target audience:** Courses must be directed primarily to attorneys and address a legal topic to be approved.
7. **REQUIRED ATTACHMENTS – The MCLE Board will only consider applications with all required attachments. Omission of any attachments/information will delay processing.**
  - a. Program time schedule or course agenda. Times are needed to compute approvable credit hours.
  - b. **Complete** set of written materials distributed to the attendees prior to or at the program. Ethics materials must be submitted to receive ethics credit. Materials must be arranged in order and labeled. There is a \$50 reprocessing fee for submitting additional materials after a decision has been made on an application. Please note if you send materials on a USB drive or CD-ROM and it is found to have security issues, we will require the materials be sent again in hardcopy or uploaded to SharePoint (link provided by us).
  - c. Faculty name(s) and bios.
  - d. Page 2, MCLE Opinion 16 Compliance Information, is required for all pre-recorded and distance learning courses.
8. **Description of materials** - Give approximate total pages, check type of materials, and when distributed. Written materials are required for all sessions pursuant to [MCLE Opinion 14](#) and they must be distributed before or at the start of the program.
9. **Physical Facilities** - select applicable type.
10. **Enter approximate number** of firm attorneys, clients/potential clients, other attendees, and non-attorneys present or anticipated. This information is required under [MCLE Opinion 18](#).

11. **Explain if and how you track attendance.** This information is required for all distance learning programs.
12. **If the course is approved** the MCLE Board will send a course approval letter with certificates of attendance and teaching. These forms *must* be distributed to the Virginia attorneys attending or teaching the program after attendance has been verified. **Do not distribute the Virginia course ID number before a course is approved or in lieu of distributing the Virginia certificates of attendance and teaching.**
13. **Application fee schedule.** Call the MCLE office if you need assistance: (804) 775-0577. Fees are not refundable. Applications received after 11:59 p.m. ET or during other non-business hours (weekends, holidays, etc.) are considered received the next business day.

Application Fee:

Less than 2.0 hours of CLE requested:	\$100
2.0-2.5 hours of CLE requested:	\$125
3-10 hours of CLE requested:	\$200
More than 10 hours of CLE requested:	\$250
20+ concurrent sessions with a course:	\$250

Late Application Fee:

Application received 30 days after presentation	\$50
Application received 60 days after presentation	\$100
Application received 90 days after presentation	\$150
Application received 120 days after presentation	\$200
Each additional 30 days after presentation date add	\$50

Revised 04/2024