

| MCLE BOARD USE ONLY | |
|---------------------|--------------------|
| Course ID# _____ | Decision _____ |
| CLE Hours _____ | Reason Codes _____ |
| Ethics Hours _____ | _____ |

SPONSOR APPLICATION FOR CLE COURSE APPROVAL (FORM 4)

- Course Sponsor: _____
 Sponsor Representative*: _____
 Full Address: _____
 Phone: _____ REGISTRATION phone: _____
 Email address: _____ Web address: _____
- Title of Program: _____
 Course ID# of any prior Virginia approval of this program content: _____
- Total CLE hours requested: _____ including (_____) Ethics hours and _____ Well-being hours
- CHECK **ONE** Type and **ONE** Delivery Method:
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
- Date(s): _____
 Location(s): _____
- Course Registration Fee: \$_____ Target audience: CLIENTS___ ATTORNEYS___ OTHER_____
- REQUIRED ATTACHMENTS: The MCLE Board will only consider applications with all required attachments.**
 - Program Time Schedule or Course Agenda
 - Table of Contents AND a sample of materials, 5-7 pages, from each session. Materials on CD, flash drive, or electronic link are acceptable. Only sessions with written instructional materials are approvable. Applicants are encouraged to submit a complete set of the instructional materials to assist with Board review and to prevent delays in processing. **Course materials must be arranged in order and labeled/bookmarked by presentation session.** [Review MCLE Opinion 14.](#)
 - Faculty name(s) and credentials.
 - *Complete page 2 for all pre-recorded and distance learning courses. See [MCLE Opinion 16.](#)
- Description of materials:** Total number of pages _____ Printed _____ Other _____
Materials are distributed: Before program _____ At program _____ Other _____
- Physical Facilities:** Conference room_____ Theater style_____ Writing surface? _____
- Number of attorneys present or anticipated:** _____ (Clients: _____) **Number of non-attorneys:** _____
- Do you monitor time in attendance?** _____ **How?** _____ (attach statement)
- SPONSOR agrees to provide the Certification of Attendance (Form 2) and the Certification of Teaching (Form 3) to Virginia attorneys. Course attendance lists are not accepted.**
- 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.

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?

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

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?

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

Course Sponsor

Contact Name

Signature

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 attorneys from a specific law firm, government agency, organization, etc.

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 organization

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 up to 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 hours of course presentation 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 type of course, setting, and delivery method.** Select **one** type (live or pre-recorded) and **one** delivery method. Separate applications and application fees are required for each delivery method.
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 agenda. Times are needed to compute approvable credit hours.
 - b. Table of contents and a sample of the written instructional materials, at least 5-7 pages from each session, distributed to the attendees prior to or at the start of the program. Applicants are encouraged to submit all instructional materials to assist with Board review and prevent processing delays. Ethics materials must be submitted to receive ethics credit. Materials must be arranged in order and labeled. The MCLE Board reserves the right to request a complete set of materials. 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 instructional 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 attorneys and non-attorneys present or anticipated.

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