

Virginia MCLE Board
Virginia State Bar
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Richmond, VA 23219-0026
804-775-0577 www.vsb.org

MCLE BOARD USE ONLY

Course ID# _____	Decision _____
CLE Hours _____	Reason Code(s) _____
Ethics Hours _____	Teaching Credit _____

ATTORNEY APPLICATION FOR CLE COURSE APPROVAL (FORM 4)

MCLE Course Completion Deadline October 31 / MCLE Reporting Deadline December 15

Please allow 90 days for board decisions on all applications. Fax submissions are not accepted.

1. **Applicant:** VSB ID Number _____ **Course Sponsor:** _____
Name: _____ **Sponsor Representative:** _____
Daytime Phone: _____ **Phone:** _____
Email Address: _____ **Email address:** _____

2. **Title of Program:** _____

3. **Total CLE hours:** _____ including (_____) **Ethics** hours and (_____) **Well-being** hours

4. **Course Type and Setting.** Check **ONE** Type and the delivery method by which *you* attended:

TYPE: ___ LIVE **DELIVERY METHOD:** ___ Speaker in Room ___ Videoconference* ___ Telephone* ___ Webcast*
___ PRE-RECORDED **DELIVERY METHOD:** ___ On-demand* ___ CD-Rom* ___ Video* ___ Audio* Other _____

Setting

Group ___ Delivered to Individuals ___ In-House ___ **Attendance:** OPEN ___ CLOSED ___

*You must submit a sponsor-issued certificate of attendance and the Opinion 16 Compliance Form (page 2) for all distance learning programs.

5. **Date(s) attended:** _____

Location (city/state): _____

6. **Course Registration Fee:** \$ _____ **Target Audience:** Attorneys ___ Clients ___ Other _____

7. **REQUIRED ATTACHMENTS:** Omission of any attachments or information will delay the processing of this application.

- **Course Agenda** (required to compute CLE credit hours). Mark the sessions you attended on the course agenda.
- **Table of Contents** and **7-10 pages** of the substantive written materials for each session for which you are seeking credit. **Applicants are encouraged to submit a complete set of the instructional materials to assist with Board review and to prevent delays in processing.** Only sessions with written materials are approvable. **Course materials must be arranged in order and labeled if sessions are not apparent.** Review [MCLE Opinion 14](#).
- **Certificate of attendance:** *For distance learning (webcast, telephone, videoconference, on-demand, video, audio)
- **Application fee** (see #10)

8. **Materials were distributed:** Before program ___ at program ___ Other _____ Total # of pages _____

9. **Relevance to practice:** If program *does not* cover a recognized legal topic, attach statement of how this course relates to your practice.

10. **APPLICATION FEE** (non-refundable and required for all applications): \$25. A \$50 fee is required for applications received more than 90 days after the date of the program. Applications received after 11:59 p.m. ET or during other non-business hours are considered received the next business day.

Total Enclosed: \$ _____

Check# (payable to Treasurer of Virginia) _____

11. Attendance Certification:

I certify that I attended _____ CLE hours, including (_____) Ethics hours and _____ Well-being hours of the above-named course.

Signature (VSB Member Applicant) _____

A materially false statement shall be subject to appropriate disciplinary action.

MCLE Opinion 16 Compliance Information

This information is required for all pre-recorded and distance learning courses. The CLE provider must complete this form and return it to you to include with your application packet. 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 this form if you are seeking LIVE credit for a PRE-RECORDED course.

1. Will this recorded program be held in a group setting? _____ If so, estimate 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.

Attendance at pre-recorded programs is limited to 8.0 hours per compliance year. 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.

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 a CLE program.

IN-HOUSE – Program offered only to attorneys from a specific law firm, government agency, organization, etc.

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 materials provided 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. **Complete attorney and sponsor information.**

2. **Fill in title of program.**

3. **Total CLE hours** are the number of hours of course instruction excluding introductory remarks, breaks, meals, and 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 type, delivery method, and the setting** by which you attended the program. All distance learning courses require a statement from the course sponsor on how their programs meet [MCLE Opinion 16](#) approval standards (see page 2 of this application). Video and audio programs require two or more attorneys in attendance and materials must be distributed by the provider.

5. **Give the date and location of your attendance.** The MCLE reporting period runs from November 1 - October 31. Courses are approved for the period in which they are presented and must be reported by the December 15 reporting deadline to avoid a late filing fee.
6. **Enter the price you paid** for course attendance (if applicable). **Target audience:** Courses must be directed primarily to attorneys and address a legal topic to be approved. Special approval may be given for non-legal courses if they are pertinent to your practice – see #9 below.
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. **Mark which session(s) you attended on the agenda.**
 - b. Table of contents and at least seven to ten pages of the substantive written instructional materials you received prior to or at 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.** Course 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. Certification of Attendance provided by the course sponsor for any distance learning program (webcast, telephone, videoconference, online, video, or audio).
8. **Mark to indicate** when you received the written instructional materials for the program and how many total pages of materials were distributed. Written instructional materials are required for all sessions pursuant to [MCLE Opinion 14](#) and they must be distributed before or at the program.
9. **Attach a statement** as to how a non-legal course relates to your practice (if applicable).
10. **Application fee: \$25.** The fee is \$50 for applications received more than 90 days after the program concludes. Make your check payable to Treasurer of Virginia. 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.
11. **Certify your total attendance hours and sign the application.** If you are requesting teaching credit you will also need to complete a [Certification of Teaching Form 3](#) (available at the VSB website) and include it with your application packet.

Questions? Call (804) 775-0577 or email MCLE@vsb.org.