

## Annual MCLE Requirement

All Active and Emeritus attorneys must complete 12.0 hours of CLE out of which 2.0 hours must be in ethics and 4.0 hours must be live by 11:59 pm ET October 31.

All hours, whether completed for compliance or carry over credit, must be reported by **4:45 pm ET December 15** or the \$100 Late Filing fee will be assessed.

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### What To Do

**Check that your record is correct and complete online.**

Is your record correct *and* complete?

**Do not return this form.** Keep it in your records, take no other action.

#### Still need to report hours?

Report approved courses (certificates will include the Virginia course ID number) online.

The online certification system will be open until 4:45 pm ET December 15.

**Can't report online or need to report a course pending approval? Use this Form 1.**

**NOTE:** Deliveries are accepted from FedEx, UPS, Richmond Express, DHL and USPS. Please do not fax or email your paperwork.

#### Approved courses not accepted online

(e.g. Certificates of Teaching, error received when trying to report online, etc.)



Attach your certificate(s) to this Form 1 and mail to the MCLE Department.

#### Courses pending approval

(e.g. A CLE provider has applied for CLE credit and the application is pending review.)



Write course information on the front of this form, sign it, and mail to the MCLE Department.



**Ensure your certificates and Form 1 are completed and signed to avoid processing delays.**

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### IMPORTANT

- **Do not** rely on courses pending approval to complete your CLE requirement. **Complete approved programs to ensure your requirement is fulfilled as soon as possible.**
- Sponsors **do not** report attendance to the MCLE department.
- You must have a certificate of attendance that includes the Virginia course ID number to report a distance learning program.
- If a sponsor is not seeking credit for a program you attended, you can submit the Attorney Application Form 4 with this form. **Complete approved programs to ensure your requirement is fulfilled as soon as possible.**

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### Deadlines

Failure to complete 2023 requirement by October 31: \$100 Noncompliance Fee  
Reporting hours for the 2023 period after December 15: \$100 Late Filing Fee  
Reporting hours for the 2023 period after February 1: \$100 Additional Late Filing Fee

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

Find a blank Form 1, lists of approved programs, and other MCLE information at <https://www.vsb.org/Site/lawyers/mcle-essentials.aspx>