

MCLE Compliance Instructions Pursuant To MCLE Regulation 108

MCLE REQUIREMENT: All Active members must certify attendance at 12.0 hours of Virginia approved CLE credit including 2.0 legal ethics hours for the 2009 MCLE Compliance Period. **MCLE REPORTING DEADLINE:** Whether attended for compliance or carry-over credit you must certify attendance as instructed below. All submissions must be received by **December 15, 2009**.

Failure to comply with the MCLE Requirements will result in suspension.

Review your Form 1, MCLE End of Year Report and your online MCLE record for accuracy and IF CORRECT AND LISTS AT LEAST 12.0 TOTAL CLE HOURS INCLUDING 2.0 LEGAL ETHICS HOURS

Retain This Report For Your Records. Do Not Return It To This Office.

YOU MUST RETURN THIS FORM 1, END OF YEAR REPORT AS INSTRUCTED BELOW IF:

- ② you need to make CORRECTIONS to the courses listed on this report or your current online record.
- ② you DO NOT HAVE THE VIRGINIA CERTIFICATION OF ATTENDANCE for any of the courses you need to add to your MCLE record. (Includes all ABA courses)
- ② you must APPLY FOR COURSE APPROVAL for any non-approved course.
- ② your attempts to use the VSB web application for certifying attendance are unsuccessful.
- ② you are REQUIRED TO REMIT DELINQUENCY FEES (\$100 non-compliance fee and/or \$100 late filing fee. *NEW* Additional \$100 late filing fee after Feb. 1, 2010). Make check payable to Treasurer of Virginia.

If You Have a Certification of Attendance Which Includes the Virginia Course ID#, You May Certify Your Attendance Directly to Your MCLE Record Online at <https://member.vsb.org/vsbportal/>.

INSTRUCTIONS FOR FORM 1 COMPLETION

1. **Do Not Rely On Course Sponsors Or Any Prior Submission To Meet Your Requirements.**
2. **REPORT ONLINE** or attach a copy of your signed certification(s) of attendance for any Virginia approved course not listed. Please contact the course sponsor if you do not have a copy of the Virginia Certification of Attendance form (except ABA). If sponsor cannot supply the Virginia course approval number, consider the course not approved. If sponsor indicates that course is pending approval in Virginia, write all course information on this form. **CAUTION:** *Distance learning programs require a certification of attendance that has been verified by the course sponsor and includes the Virginia course ID#.* **The online certification feature will shut down at 4:45 p.m. on December 15 until after year-end turnover processing in January.**
3. **ATTACH AN APPLICATION** for course approval (Form 4) for any non-approved course along with the required attachments (agenda, sample of CLE and ethics materials.)
4. **ATTACH \$100 NON-COMPLIANCE FEE IF** you attended any course(s) after the October 31, 2009 compliance deadline to meet your 2009 MCLE requirement. A \$100 Late Filing Fee is also due for any form received after the December 15, 2009 reporting deadline.
5. **THIS FORM 1 AND REQUIRED ATTACHMENTS MUST BE RETURNED TOGETHER FOR COMPLIANCE.** Individual certifications of attendance received apart from the Form 1 will be processed after the December 15, 2009 reporting deadline and returned if needed to meet your 2009 compliance and reporting requirements. See MCLE Regulation 108.
6. **FAX AND E-MAIL TRANSMISSIONS WILL NOT BE ACCEPTED! YOU MUST MAIL THIS FORM** and all required attachments **to be received by the MCLE office no later than 4:45 p.m., December 15, 2009.** Please consider using a verifiable express mail method close to the deadline. *The online certification feature will shut down at 4:45 p.m. on December 15th.*
7. **KEEP A COPY FOR YOUR FILES AND CONFIRM UPDATES** and corrections to your MCLE record at www.vsb.org. There you will also find information on available courses, as well as MCLE forms and instructions.

Your Compliance is Important to Us
If you have any questions please contact the MCLE Office at (804) 775-0577.

VIRGINIA MCLE BOARD

707 East Main St. Suite 1500

Richmond, VA 23219-2800

www.vsb.org

**2009 MCLE Form 1
END OF YEAR REPORT**

**MCLE Reporting Deadline
DECEMBER 15, 2009**

REPORT MUST SHOW A TOTAL OF AT LEAST 12 CLE HOURS INCLUDING (2) ETHICS HOURS

Confirm updates and corrections to your MCLE record at www.vsb.org.

\$100 Non-Compliance Fee assessed for courses attended after October 31, 2009.

\$100 Late Filing Fee for 2009 reports or forms RECEIVED after December 15, 2009. Our offices close at 4:45 PM.

IMPORTANT INSTRUCTIONS ON REVERSE (See also MCLE Regulation 108)

As amended above, or as attached, I certify that I have attended and/or carried over at least 12.0 CLE hours including 2.0 Ethics hours of approved continuing legal education courses for compliance with the 2009 MCLE requirement. A materially false statement shall be subject to appropriate disciplinary action.

Signature

Date

QUESTIONS? Call the MCLE Office (804) 775-0577

Daytime Phone

E-mail Address