

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 2011 MCLE compliance period. MCLE REPORTING DEADLINE: Whether attended for compliance or carryover credit you must certify attendance as instructed below. **All submissions must be received by 4:45 p.m., December 15, 2011.**

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

INSTRUCTIONS FOR 2011 MCLE COMPLIANCE

- REVIEW YOUR FORM 1, MCLE END OF YEAR REPORT AND YOUR ONLINE MCLE RECORD FOR ACCURACY** and if upon review, your MCLE record correctly lists all hours attended for compliance or carryover and lists at least 12.0 total CLE hours including 2.0 ethics hours you may retain this report for your records. Do not return it to the MCLE office. There is no online Form 1 acceptance certification required.
- DO NOT RELY ON COURSE SPONSORS OR ANY PRIOR SUBMISSION NOT SHOWN** on this report or your online MCLE record to meet your requirements. You must certify your attendance at individual courses online OR mail this Form 1 with all required attachments to be received by the MCLE office no later than 4:45 p.m., December 15, 2011. Please consider using a verifiable express mail method close to the deadline.
- CERTIFY INDIVIDUAL COURSE ATTENDANCE ONLINE** - 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/>. (ABA certifications of attendance, teaching forms, video/audiotape forms or other certifications that do not include the Virginia course ID# may not be certified online.) If you certify your attendance online and have no other additions or corrections, do not return the Form 1. The online certification feature will shut down at 4:45 p.m. on December 15 until after year-end turnover processing in January.
- IF NOT CERTIFIED ONLINE**, attach a copy of your signed certification(s) of attendance or teaching (or ABA uniform certification of attendance) for any Virginia approved course not listed. Individual certifications of attendance received apart from the Form 1 will be processed after the December 15, 2011 reporting deadline and may be returned if needed to meet your 2011 compliance and reporting requirements. See MCLE Regulation 108.
- IF YOU DO NOT HAVE A COPY OF THE VIRGINIA CERTIFICATION OF ATTENDANCE** form (ABA uniform certification accepted), please contact the course sponsor. If sponsor cannot supply the Virginia approved certification of attendance, consider the course not approved. If sponsor indicates that the 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#.
- ATTACH COURSE APPROVAL APPLICATION** (Form 4) for any non-approved course along with the required attachments (agenda, sample of CLE and ethics materials.)
- ATTACH \$100 NON-COMPLIANCE FEE IF** you attended any course(s) after the October 31, 2011 compliance deadline to meet your 2011 MCLE requirement. A \$100 Late Filing Fee is also due for any form received after the December 15, 2011 reporting deadline and increases to \$200 after February 1, 2012.
- FAX AND E-MAIL TRANSMISSIONS WILL NOT BE ACCEPTED.** The fax machine has been disabled. Certifications of attendance may be certified online or attached to the Form 1 only. The online certification feature will shut down at 4:45 p.m. on December 15th.
- 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 Timely 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

**2011 MCLE Form 1
END OF YEAR REPORT**

**MCLE Reporting Deadline
DECEMBER 15, 2011**

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

E-mail and FAX submissions NOT accepted. (FAX machine disabled until December 21.)

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

\$100 Non-Compliance Fee assessed for courses attended after October 31, 2011.

\$100 Late Filing Fee for 2011 reports or forms RECEIVED after December 15, 2011. 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 2011 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