

BOARD USE ONLY	
Course ID# _____	Letter# _____
CLE hours _____	Deferral Date / /
Ethics hours _____	Denial Date / /

**APPLICATION FOR CLE COURSE APPROVAL (FORM 4)**  
**MCLE Deadline October 31**

1. Applicant: VSB member # \_\_\_\_\_ Course Sponsor: \_\_\_\_\_  
 Name: \_\_\_\_\_ Sponsor Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime phone: (\_\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
 FAX #: (\_\_\_\_\_) \_\_\_\_\_ FAX #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
  
2. Title of Program: \_\_\_\_\_  
 \_\_\_\_\_
  
3. Total CLE hours: \_\_\_\_\_ including (\_\_\_\_) Ethics hours (Only sessions with written materials are approvable)  
**To qualify for credit Ethics components must be clearly identified on the course schedule and total a minimum of 30 minutes. A SAMPLE OF THE ETHICS MATERIAL DISTRIBUTED MUST BE ATTACHED.**
  
4. CIRCLE all that apply to this presentation:  
**TYPE:** LIVE \*ON-DEMAND  
**SETTING:** Group Setting \*Delivered to Individuals In-house **ATTENDANCE:** OPEN CLOSED  
**DELIVERY METHOD:** Speaker in Room \*Internet \*Telephone/Webcast \*CD-Rom Video Audio  
 Satellite/Videoconference Other: \_\_\_\_\_ *\*See Opinion 16*
  
5. Date(s): \_\_\_\_\_  
 Location(s): \_\_\_\_\_
  
6. Course Registration Fee: \$ \_\_\_\_\_ **TARGET AUDIENCE:** CLIENTS \_\_\_\_\_ ATTORNEYS \_\_\_\_\_ OTHER \_\_\_\_\_
  
7. **REQUIRED ATTACHMENTS: MCLE Board will only consider applications with required attachments.**  
**a. Program Time Schedule or Agenda (times are required to compute approvable credit hours)**  
**b. Table of Contents AND a sample of materials from each session (2-3 pgs each)**
  
8. Description of materials: **Total pages** \_\_\_\_\_ Printed \_\_\_\_\_ Other \_\_\_\_\_  
 Materials are distributed: Before program \_\_\_\_\_ At program \_\_\_\_\_ Other \_\_\_\_\_  
**I am only requesting credit for sessions which had substantive written materials YES \_\_\_\_\_ Unknown \_\_\_\_\_**
  
9. Physical Facilities: Conference room \_\_\_\_\_ Classroom \_\_\_\_\_ Theater style \_\_\_\_\_ Writing surface \_\_\_\_\_
  
10. Number of attorneys present or anticipated: \_\_\_\_\_ (Clients: \_\_\_\_\_) Number of non-attorneys: \_\_\_\_\_
  
11. If the program does not cover a recognized legal topic, attach a statement of how this course relates to your practice.
  
12. **ATTENDANCE CERTIFICATION:**  
 I certify that I attended \_\_\_\_\_ CLE hours, including (\_\_\_\_\_) Ethics hours, of the above-named course.
  
13. **Attorneys MUST FILE A \$35 FEE WITH IN-HOUSE AUDIO/VIDEO or CD-ROM APPLICATION ONLY.**

Signature \_\_\_\_\_

FAX TRANSMISSIONS NOT ACCEPTED  
 Please allow 4 to 6 weeks for board decision on all applications

(VSB Member Applicant)  
 A materially false statement shall be subject  
 to appropriate disciplinary action.

## DEFINITION OF COURSE TYPES AND EXPLANATION OF VIRGINIA CRITERIA FOR APPROVAL

**OPEN**—Course advertised and open to all attorneys

**CLOSED**—Course open only to firm or government agency, members of professional organization.

**LIVE**—Instructor and attendees participate simultaneously

**IN-HOUSE**—Program offered to attorneys within a firm, corporation or government agency.

**GROUP SETTING**—Program offered in group of 2 or more attorneys. (Where individual attendees are conferenced into a program you must meet Opinion 16 standards)

**TELECONFERENCE, SATELLITE, VIDEOCONFERENCE, OR LIVE WEBCAST**—To meet Virginia regulations the course must

- (1) have a means to connect audience with faculty and/or other attendees to allow for live interaction and discussion.
- (2) written materials must be available to participants prior to the broadcast.
- (3) have attendance tracking - See OPINION 16

**VIDEO, AUDIO, CD-ROM**—To meet Virginia regulations the course must

- (1) have at least 2 attorney participants (not restricted to only VA attorneys)
- (2) be conducted in an educational setting (conference room)
- (3) have written materials provided to each participant prior to the presentation.

**INTERNET, CD-ROM ON-DEMAND programming**—(SELF-STUDY NOT APPROVABLE.)

To meet Virginia regulations the course must

- (1) be in audio or audio/video format. Text based courses are not approvable
- (2) allow the participant to interact with the presenter and/or other attendees
- (3) have written materials available to participants for reference during and subsequent to program
- (4) have attendance tracking—See OPINION 16

## INSTRUCTIONS FOR COMPLETING ATTORNEY APPLICATION FOR CLE APPROVAL (FORM 4) MCLE DEADLINE—October 31

1. Complete attorney information on left hand side. Complete identifying sponsor information on right hand side of application.
2. Give Title of Program
3. **Total CLE hours** are the number of 60 minute 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 considered for CLE credit only when written handout materials are provided to appropriately cover the topic.  
**Total Ethics hours** are the number of 60 minute hours devoted to Ethics as it applies to Attorneys. Ethics relating to other professions, government employees, business professionals or general ethics are not approvable for Ethics credit. The Ethics time segment must be clearly defined on the course schedule and be accompanied by specific ethics materials. A sample of the ethics material must be included with this application. (See Opinion #13 for approvable ethics topics)
4. Indicate type of course, setting and delivery method specific to your application. Presentations resulting from the rental or purchase of video or audio programs require 2 or more attorneys in attendance and accompanied by appropriate written instructional materials. **Please contact the MCLE office for special instructions and forms.**
5. Give all dates and locations. The MCLE completion period is November 1–October 31. Courses are approved for the compliance period they are presented and **must be reported during that period.**
6. Enter the price you paid for course attendance. Target audience: Courses must be directed primarily to attorneys and address a legal topic to be approved. Special approval is given for non-legal courses if pertinent to the attorney's practice. (See #11 below)
7. **Warning!** Application must include the following:
  - a. Program time schedule or agenda (TIMES ARE NEEDED TO COMPUTE APPROVABLE CREDIT HOURS)
  - b. Table of contents, if available **AND** a representative sample of the written materials distributed to the attendees at the program. Ethics materials must be submitted to receive ethics credit. (See Opinion #14) The MCLE Board reserves the right to request a complete set of materials.
  - d. Applicable fees
8. Description of materials—Give approximate total pages and check type of materials and when distributed. **ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE**
9. Physical Facilities—select applicable type. A writing surface must be provided.
10. Enter approximate number of attorneys and non-attorneys present or anticipated.
11. Attach a statement of how a non-legal course relates to your practice if applicable.
12. Complete certification of attendance. For teaching credit please use the Form #3 Certification of Teaching.
13. In-house Video, Audio or CD-Rom programs require a \$35 Application fee.