

MCLE Extended Deadline FAQs

Can I bring CLE forms/payments to your office?

No, the Virginia State Bar office is closed to visitors due to health concerns related to COVID-19. Please post your CLE hours [online](#) at the Virginia State Bar website or mail the forms to our office for processing. Deliveries to the Virginia State Bar office are only accepted from the following services: DHL, FedEx, Richmond Express, UPS and the USPS.

When does the 2020 CLE year end for Virginia attorneys?

The 2020 CLE year will end on midnight EST December 31, 2020 for all Virginia attorneys.

Why was the CLE year extended?

Due to the COVID-19 pandemic the Supreme Court of Virginia issued an [order](#) on April 14, 2020 extending MCLE deadlines that affect Virginia attorneys to ease their professional responsibilities during this Public Health Emergency.

Do I still need to do four live interactive CLE hours?

Yes. The live interactive requirement can be met by attending live in person, completing a live webcast, or completing a live teleconference. Since the requirement can be met without leaving home and/or violating any Stay at Home orders there are no plans at this time to change the annual CLE requirement.

Where can I find live interactive CLE courses?

You may find a partial list of already approved live interactive CLE courses at our website under [Current Virginia Approved Courses](#).

When do I need to report my 2020 CLE hours?

All CLE hours, whether used for compliance or carryover, need to be reported no later than 4:45pm EST February 15, 2021. Our online reporting system will be available until 11:59pm EST February 16, 2021.

Where is my 2020 MCLE Form 1 End of Year Report?

Due to our system's configurations we had to send out the 2020 MCLE End of Year Reports in two mailings. The first report mailed to you the week of February 8 included CLE courses completed between November 1, 2019 and October 31, 2020. The second, mailed a week later, contains CLE hours taken between November 1, 2020 and December 31, 2020.

What do I do when I receive my 2020 MCLE Form 1 End of Year Report(s)?

First, log into the [VSB Portal](#) to check your online record as it will be what is most up-to-date and accurate. If you do not have any additions or corrections to make keep the report for your record. Otherwise, follow the instructions on the back of the Form 1 for reporting courses.

What happens if I lose/never receive/don't want to wait for the mailed the mailed report(s)?

There is a blank [2020 Form 1 End of Year Report](#) you are welcome to use in lieu of the mailed forms. The instructions for reporting are the same.

How do I report my 2020 hours to my record after the February 15 reporting deadline?

Mail your paperwork attached to a copy of your 2020 MCLE Form 1 End of Year Report or use the blank Form 1 on our website [here](#). See above about accepted delivery services.

When do I pay the Late Filing Fee for not reporting by February 15, 2021?

Understanding the delay in receiving your Form 1 End of Year Report(s) and the backlog of courses pending review may result in some attorneys not meeting the February 15 reporting deadline, we have implemented a reporting grace period and will not assess the Late Filing Fee until March 15, 2021. All CLE hours for the 2020 CLE year reported by March 15 will be considered timely. However, you are encouraged to report by February 15 if you are able.

Can I still carryover extra CLE hours?

Yes. Keep in mind the 2020 CLE year does not end until midnight EST December 31, 2020. Carryover hours will be calculated based on that date.

When will the 2021 CLE year begin and end?

The 2021 CLE year will begin on January 1, 2021 and end on October 31, 2021.

If you have questions about your annual CLE requirement contact the MCLE Department at (804) 775-0577 or email MCLE@vsb.org.