

60-Day Notice of Impending Suspension

Instructions for Compliance with the MCLE Requirement

According to our records, you have not completed all requirements for MCLE compliance. All 2019 CLE hours and delinquency fees must **be received by this office no later than 4:45 p.m. EST, March 10, 2020 to avoid suspension (postmark not considered).**

FAX or E-mail will not be accepted.

Please use a verifiable express delivery service such as FedEx or UPS close to the deadline.

1. REVIEW YOUR MCLE END OF YEAR REPORT for accuracy and make any necessary corrections to the courses listed on the report.
2. ATTACH A COPY OF YOUR SIGNED CERTIFICATION(S) OF ATTENDANCE provided by the course sponsor for any course not listed on the report. Do not rely on the course sponsor to submit them for you.
3. IF YOU NEED TO TAKE ADDITIONAL HOURS, we recommend that you only take Virginia pre-approved courses to finish your 2019 requirements.
4. ATTACH ATTORNEY APPLICATION FOR CLE COURSE APPROVAL (FORM 4) for any non-approved course. **Incomplete CLE applications or applications received after 4:45 p.m. EST February 1, 2020 will NOT be considered and may result in suspension.** If the course sponsor cannot supply a Virginia Certification of Attendance, consider the course not approved.
5. ALL DISTANCE LEARNING PROGRAMS (Online, CD-Rom, Teleconferences & Webcasts) require attendance forms that are verified and provided by the course sponsor *and* include the Virginia course ID#.
6. MCLE BOARD REQUESTS. Requests for extensions, waivers of hours or fees, or other special considerations received after March 2, 2020 will not be considered prior to suspension.

Fees:

Failure to have completed CLE requirements by October 31 - \$100 Noncompliance Fee

Failure to have reported all CLE hours by December 15 - \$100 Late Filing Fee

Failure to report all CLE hours by February 1 - \$100 Additional Late Filing Fee

YOUR CONTINUED GOOD STANDING IS IMPORTANT TO US.
PLEASE CALL IF YOU HAVE QUESTIONS ABOUT ANY OF THESE INSTRUCTIONS.

(804) 775-0577