

Mail to:  
**VIRGINIA MCLE BOARD**  
1111 East Main Street, Suite 700  
Richmond, VA 23219-0026

**2018 MCLE Form 1**  
**END OF YEAR REPORT**  
*to report courses that cannot be reported online*

Email and fax submissions NOT accepted.

Name: _____	Bar ID: _____	<b>MCLE Reporting Deadline DECEMBER 15, 2018</b>
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course ID if available:	sponsor name:	course title:	date of attendance:	CLE hours:	ethics hours:	live hours:
_____	_____	_____	_____	_____	_____	_____
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Review your online record at <https://member.vsb.org/publicmcle>  
Report course hours online at <https://member.vsb.org/vsbportal>  
Use this form to report courses that cannot be submitted online.

**Attach: certificates of attendance, audio/video forms, teacher forms  
and any other certifications without a Virginia course ID**

**\$100 Non-Compliance Fee assessed for courses attended after October 31, 2018.  
\$100 Late Filing Fee for 2018 reports or forms RECEIVED after December 15, 2018. Our offices close at 4:45 PM.**

**IMPORTANT INSTRUCTIONS ON REVERSE**

As listed above and/or attached, I certify that I have attended these hours of approved continuing legal education courses for compliance with the 2018 MCLE requirement. A materially false statement shall be subject to appropriate disciplinary action.

\_\_\_\_\_  
Signature Date

QUESTIONS? Call the MCLE Office at (804) 775-0577  
or visit <http://www.vsb.org/site/members/mcle-courses>.  
\_\_\_\_\_  
Daytime Phone Email Address

# Year End MCLE Reporting—What you need to do and how

**Requirement:** By 4:45 p.m. Dec. 15 **all active members must have reported all hours for the year**, with a minimum of 12 hours CLE, 2 hours of which must be in ethics and 4 hours must be live. For both carryover and compliance.

Failure to REPORT by the December 15 deadline will result in a \$100 late filing fee.

## 1 Go online to check that your record is correct and complete.

Your online record is the most up to date.  
Check it at [member.vsb.org/publicmcle/](http://member.vsb.org/publicmcle/)

Paper year-end reports will be mailed mid-November.



## 2 Need to Report Hours?

Go online for immediate posting to your account\*



[member.vsb.org/vsbportal/](http://member.vsb.org/vsbportal/)

\*teaching forms, audio/video forms, ABA certificates of attendance or any other certification without a Virginia course ID cannot be reported online

## 3 Have a Course you can't Report Online? Report it by Paper.

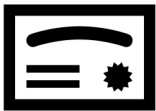
### Only for courses not accepted online

Attach your Certification(s) of Attendance to the attached Form 1 and mail to the Virginia State Bar. They must be received in our office by 4:45 p.m. December 15. Faxes or emails are not accepted.



To avoid delays or non-compliance please ensure you attach Form 1 to your Certifications of Attendance when submitting by paper.

## If you don't have a Certificate of Attendance



- Do not rely on course sponsors. Only you can submit your hours. Contact the sponsor directly to obtain the Virginia Certification of Attendance. If the sponsor can't provide the Virginia certificate, the course is not approved.
- If the sponsor indicates the course is pending Virginia approval, write all course information (to include number of hours) on the reverse of this form and mail to the Virginia State Bar.
- If the course is not approved—attach an Attorney Application for CLE Course Approval Form 4 with the required fee. Download the form at [www.vsb.org/site/members/mcle-courses](http://www.vsb.org/site/members/mcle-courses)
- Distance learning programs require a certification of attendance that has been verified by the course sponsor and includes the Virginia course ID#.

Avoid the fees, meet the deadlines.



### Fees

Failure to complete CLE requirement by October 31—\$100  
Certifications received after Dec. 15—\$100 late filing fee  
Certifications received after Feb. 1—\$100 additional late filing fee