

Virginia MCLE Board
Virginia State Bar
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Richmond, VA 23219-3565
(804)775-0577
www.vsb.org

MCLE BOARD USE ONLY	
Course ID# _____	Decision: _____
CLE Hours: _____	Reason: _____
Ethics hours: _____	_____

LAW FIRM APPLICATION FOR CLE COURSE APPROVAL (FORM 4)

- Name of Law Firm _____
Sponsor Representative _____
Address _____

Contact Phone _____ Registration Phone _____
Email address _____ Web address _____
- Title of Program _____
Course ID# of any prior Virginia approval of this program content: _____
- Total CLE hours requested: _____ including (_____) Ethics hours *Only sessions with written materials are approvable.*
- Check ALL that apply to this presentation:
TYPE: ___ LIVE **DELIVERY METHOD:** ___ Speaker in Room ___ *Videoconference ___ *Telephone ___ *Webcast
___ PRE-RECORDED **DELIVERY METHOD:** ___ *Internet ___ *CD-ROM ___ *Video ___ *Audio Other _____
SETTING: ___ Group Setting ___ *Delivered to Individuals ___ In-house **ATTENDANCE:** ___ OPEN ___ CLOSED
- Date(s) _____ Times (Begin/End) _____
Location(s) _____
- Course Registration Fee \$ _____ **Target audience:** CLIENTS ___ ATTORNEYS ___ OTHER _____
- REQUIRED ATTACHMENTS:** *MCLE Board will only consider applications with all required attachments.*
 - Program Time Schedule or Course Agenda
 - Complete set of written materials provided to attendees prior to or at the program. Course materials must be arranged in order and labeled/bookmarked by presentation session. There is a \$50 reprocessing fee if all materials are not included with original application.
 - Faculty name(s) and credentials.
 - *Complete page 2 for all pre-recorded and distance learning courses. See MCLE Opinion 16.
- Description of materials: Total number of pages _____ Printed _____ Other _____
Materials are distributed: Before program _____ At program _____ Other _____
- Physical Facilities: Conference room ___ Theater style ___ Writing surface? _____
- Number of attorneys present or anticipated: _____ / _____ / _____ Number of non-attorneys: _____ / _____
Firm Clients Other Firm Staff Clients
- Do you monitor time in attendance? _____ How? _____
- Sponsor agrees to provide Certification of Attendance Form #2 and Certification of Teaching Form #3 to Virginia attorneys attending or teaching the program.
- SPONSORS MUST FILE AN APPLICATION FEE WITH THIS APPLICATION.** Please see attached instructions for fee schedule. Make your check payable to Treasurer of Virginia.

Check # _____

Fax & Email Transmissions not accepted.

Please allow 90 days for board decision on complete applications.

Signature _____

(Sponsor Representative)

A materially false statement may jeopardize approval of this and future programs.

MCLE Opinion 16 Compliance Information

This information is required for all pre-recorded and distance learning courses.

See Opinion 16 at <http://www.vsb.org/site/members/mcle-opinion-16>

1. The course must afford interaction between attendees and the presenter or other subject matter expert with respect to the subject matter of the course. Please describe how interaction is achieved for your program.

2. The provider must have a system which allows certification of attendance to be controlled by the provider and which permits the provider to verify the date and time of attendance. How do you accomplish this?

3. Please provide a copy of your certification of attendance if you do not plan to use the Virginia certification of attendance which we will provide.

Request for Live Interactive Approval of a Pre-recorded Program (See Opinion 16)

Pre-recorded programs that include an appropriate simultaneous, live interactive component may be considered for live interactive approval and not be subject to the 8.0 hours limitation.

Please respond to the following questions and provide attachments:

1. Will this recorded program be held in a group setting? _____ If so, estimate number in attendance _____

2. How will "simultaneous, live interaction" be achieved? _____

3. Will the live interaction be with the original presenter? _____ If not, please provide name(s) and attach the resume/credentials for the discussion facilitator or panel members.

3. Attach agenda showing times devoted to recorded presentation and live interaction.

COURSE TYPES AND EXPLANATION OF VIRGINIA CRITERIA FOR APPROVAL

OPEN - Course advertised and open to all attorneys.

CLOSED - Course open only to law firm.

LIVE - Instructor and attendees participate simultaneously.

PRE-RECORDED – Recorded version of an original live CLE presentation.

IN-HOUSE - Program offered to attorneys within the firm.

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 and submit a separate application and fee.)

DISTANCE LEARNING – See examples and requirements below

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

- (1) attendees must be given the opportunity to participate in discussions with other attendees and/or the presenter
- (2) written materials must be available to participants prior to the broadcast.
- (3) have attendance tracking – Please see Opinion 16

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

- (1) have interactivity with the presenter or other subject matter expert. (Email contact information is sufficient)
- (2) have at least 2 attorney participants or be proctored (not restricted to only Virginia attorneys)
- (3) be conducted in an educational setting
- (4) have written materials provided to each participant prior to the presentation.

INTERNET ON-DEMAND- 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
- (3) have written materials available to participants for reference during and subsequent to program
- (4) have attendance tracking – Please see Opinion 16

For additional information see MCLE Regulation 103 and MCLE Board Opinions available at <http://www.vsb.org/site/members/mcle-courses>

INSTRUCTIONS FOR COMPLETING APPLICATION FOR CLE APPROVAL (FORM 4)

Please allow 90 days for board decision on all applications.

1. **Fill in contact information.**
2. **Fill in title of program** - Include Virginia course ID# of any prior approval.
3. **Total CLE hours** are the number of hours of course instruction excluding introductory remarks, breaks, meals, closing remarks. ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE. Keynote, mealtime speakers, judicial presentations, or roundtable discussions are given CLE credit only when written instructional materials are given to attendees that appropriately cover the topic. Virginia is a 60-minute state, meaning 60 minutes of instruction equals 1 CLE credit.

Total Ethics hours are the number of 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. Ethics material must be included with this application. Please see Opinion #13 for approvable ethics topics.

4. **Check type of course, setting, and delivery method** of the course you are presenting. Live presentations and subsequent video, audio or distance learning presentations of the live program require separate applications and application fees.
5. **Give all dates and locations.** The MCLE reporting year runs from November 1 - October 31. Courses are approved for the reporting year they are presented.
6. Enter the price you charge for course attendance. **Target audience:** Courses must be directed primarily to attorneys and address a legal topic to be approved.
7. **REQUIRED ATTACHMENTS:** *The MCLE Board will only consider applications with all required attachments.*
 - a. Program time schedule or course agenda. Times are needed to compute approvable credit hours.
 - b. Complete set of written materials distributed to the attendees prior to or at the program. Ethics materials must be submitted to receive ethics credit. See MCLE Opinion #14 on Written Materials. There is a \$50 reprocessing fee if all materials are not included with application.
 - c. Faculty name(s) and bio.
 - d. Page 2, MCLE Opinion 16 Compliance Information, is required for all pre-recorded and distance learning courses.
8. **Description of materials** - Give approximate total pages, check type of materials, and when distributed. Written materials are required for all sessions pursuant to MCLE Opinion 14.
9. **Physical Facilities** - select applicable type.
10. Enter approximate number of firm attorneys, clients/potential clients, other attendees, and non-attorneys present or anticipated.
11. Explain if and how you track attendance. This information is required for all distance learning programs.
12. After the course is approved the MCLE Board will send you certifications of attendance and teaching forms for your course. These forms are to be given to the Virginia attorneys attending or teaching the program.
13. **Application fee schedule.** Please use the chart below to determine how much to send with your application. Give our office a call if you need assistance: (804) 775-0577.

Application Fee:

Less than 6 hours of CLE requested	\$75
6 – 10 hours of CLE requested	\$100
More than 10 hours of CLE requested (or 20+ sessions)	\$150
20+ concurrent sessions within a course	\$150

Late Application Fee:

Application received 30 days after presentation date	\$50
Application received 60 days after presentation date	\$100
Application received 90 days after presentation date	\$150
Application received 120 days after presentation date	\$200
Each additional 30 days after presentation date add	\$50

Reprocessing Fee: \$50

Revised 8/2020