

**Virginia MCLE Board**  
**Virginia State Bar**  
**1111 East Main Street, Suite 700**  
**Richmond, VA 23219-0026**  
**804-775-0577 [www.vsb.org](http://www.vsb.org)**

| MCLE BOARD USE ONLY |                       |
|---------------------|-----------------------|
| Course ID# _____    | Decision _____        |
| CLE Hours _____     | Reason Code _____     |
| Ethics Hours _____  | Teaching Credit _____ |

**ATTORNEY APPLICATION FOR CLE COURSE APPROVAL (FORM 4)**

MCLE Course Completion Deadline **October 31** / MCLE Reporting Deadline **December 15**  
 Please allow 90 days for board decisions on all applications needed for compliance.  
 Fax or email submissions not accepted.

1. Applicant: VSB ID Number \_\_\_\_\_ Course Sponsor \_\_\_\_\_  
 Name: \_\_\_\_\_ Sponsor Representative \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email address: \_\_\_\_\_

2. Title of Program: \_\_\_\_\_

3. Total CLE hours: \_\_\_\_\_ including ( \_\_\_\_\_ ) Ethics hours

4. Course Type. Check all that apply to your participation at this course:

|  |   |
|--|---|
| <b>Live</b><br><input type="checkbox"/> Speaker in Room <input type="checkbox"/> Videoconference*<br><input type="checkbox"/> Telephone* <input type="checkbox"/> Webcast*   | <b>Pre-recorded</b><br><input type="checkbox"/> Audio* <input type="checkbox"/> Video* <input type="checkbox"/> CD-ROM* <input type="checkbox"/> Online<br><input type="checkbox"/> Other _____ |
| <b>Setting</b><br><input type="checkbox"/> Group Setting <input type="checkbox"/> *Delivered to Individuals <input type="checkbox"/> In-House <b>Attendance:</b> <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED |   |
| <i>*For all distance learning you <b>must</b> submit sponsor-issued certificate of attendance.</i><br><i>*Course sponsor must complete <b>Opinion 16</b> on page 2.</i>  |   |

5. Date(s): \_\_\_\_\_ (see 90-day late fee below)  
 Location (city/state): \_\_\_\_\_

6. Course Registration Fee \$ \_\_\_\_\_ Target Audience: \_\_\_\_\_ Attorneys \_\_\_\_\_ Clients \_\_\_\_\_ Other \_\_\_\_\_

7. **REQUIRED ATTACHMENTS: Omission of any attachments or information will delay** the processing and review of this CLE application. **Course materials must be arranged in order and labeled if sessions are not apparent.**

- **Course Agenda** (times are **required** to compute CLE credit hours).
- **Materials** from *each* session attended (5-7 pages each) *CD, flash drive or electronic link are acceptable.*
- **Certificate of attendance:** *\*For distance learning (webcast, telephone, videoconference, online, video, audio)*
- **Sessions attended:** *Mark which sessions were attended. Only sessions with written materials are approvable.*

8. Materials are distributed: Before program \_\_\_\_\_ at program \_\_\_\_\_ Other \_\_\_\_\_

9. Relevance to practice: If program *does not* cover a recognized legal topic, attach statement of how this course relates to your practice.

10. **Application Fee** (required for all applications)

**\$25 or \$50** (if received or remain incomplete 90 days past the program date) \$ \_\_\_\_\_

**Total Enclosed:** *Make check payable to Treasurer of Virginia.*

Check# \_\_\_\_\_

11. **Attendance Certification:**

I certify that I attended \_\_\_\_\_ CLE hours, including ( \_\_\_\_\_ ) Ethics hours of the above-names course.

Signature (VSB Member Applicant) \_\_\_\_\_

**A materially false statement shall be subject to appropriate disciplinary action.**

MCLE Opinion 16 Compliance Information

This information must be completed by course provider for all distance learning courses and be included with your application packet.

- 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 you program.

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

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- 3. Do you provide information on the original recording date? \_\_\_\_\_

- 4. Is the program provided in audio or audiovisual format? \_\_\_\_\_ Text based? \_\_\_\_\_

- 5. Do you provide written instructional materials to cover the subject matter of the program? \_\_\_\_\_  
How and when are the materials provided? \_\_\_\_\_

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- 6. You must provide the attorney with a certification of attendance once you have verified actual time in attendance.

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Course Provider

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Contact Name

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Signature

Attendance at pre-recorded programs is limited to 8.0 hours per compliance year. 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.

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

Please respond to the following questions and provide attachments:

1. Will this recorded program be held in a group setting? \_\_\_\_\_ If so, estimated 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.  
\_\_\_\_\_
  
4. Attach agenda showing times devoted to recorded presentation and live interaction.

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

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

**CLOSED** - Course open only to law firm, in-house law department, government agency or members of a 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 the sponsor 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 ability to interact with the presenter or other subject matter expert. (Email contact information is sufficient)
- (1) have at least 2 attorney participants or be proctored (not restricted to only VA attorneys)
- (2) be conducted in an educational setting
- (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

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 complete applications.*

1. Complete attorney information on left hand side. Complete identifying sponsor information on right hand side of application.
2. Fill in title of program
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 handout materials are given to 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 a provable ethics topics.
4. Indicate type of course, setting and delivery method specific to the course you attended. **All distance learning courses require a statement from the sponsor on how their programs meet Opinion 16 standards.** 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 the dates and locations of your attendance. The MCLE reporting year runs from November 1 - October 31. Courses are approved for the reporting year 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 may be given for non-legal courses if pertinent to the attorney's practice. (See #11 below)
7. **Warning! Omission of any attachments/information will delay processing.** Application must include the following attachments:
  - a. Program time schedule or agenda. Times are needed to compute approvable credit hours.
  - b. Table of contents AND a sample of the written materials (5-7 pages) from each session that you received prior to or at the program. Ethics materials must be submitted to receive ethics credit. Course materials must be arranged in order and be labeled if sessions are not apparent. The MCLE Board reserves the right to request a complete set of materials.
8. Mark when you received the written materials.
9. Attach a statement of how a non-legal course relates to your practice.
10. Application fee: \$25. \$50 Late Application Fee required for applications received or that remain incomplete 90 days following the program. \$50 fee required for in-house audio/video or CD-ROM applications. Make your check payable to Treasurer of Virginia.
11. Complete and sign certification of attendance. For teaching credit please attach the Form #3 Certification of Teaching.