

Year End MCLE Reporting — What To Do and How


Requirement: All active members must complete 12 hours of CLE, out of which 2 hours must be in ethics and 4 hours must be live-interactive, by midnight EST October 31, 2021. All CLE hours, whether used for compliance *or carryover*, must be reported by 4:45 p.m. EST December 15, 2021.

Your online record is the most up to date. Check it at member.vsb.org/publicmcle/.

Failure to report ALL hours completed for compliance or carryover credit by December 15 will result in a \$100 late filing fee.

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



Is your record correct and complete? 
Do not return this form. Keep it in your records.

2 Need to Report Hours?

Go online for immediate posting to your account.*



member.vsb.org/vsbportal/

*Teaching forms, audio/video forms, some ABA certificates and other forms without a Virginia course ID cannot be reported online. Follow instructions for mailing forms.

3 Can't report online? Report by paper.

The Virginia State Bar is closed to visitors due to COVID-19. Please plan accordingly.

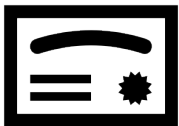
Attach your certification(s) of attendance to your Form 1 and mail to the Virginia State Bar to be received no later than 4:45 p.m. EST December 15, 2021.

NOTE: Deliveries to the Virginia State Bar are only accepted from the following services: DHL, FedEx, Richmond Express, UPS and the USPS.

Faxes or emails are not accepted.



To avoid delays or noncompliance, ensure that you have certified your attendance hours, signed your certificates, and attached them to a signed copy of the Form 1.



If you don't have a Certification of Attendance:

- Do not rely on course sponsors to report your hours. Contact the sponsor directly to obtain the Virginia Certification of Attendance and report your hours online.
- If the sponsor indicates a course is pending Virginia approval, write all course information (including number of CLE hours requested) on the reverse of this form and mail to the Virginia State Bar.
- If the sponsor is not seeking credit for a course on behalf of attorneys, attach an Attorney Application for CLE Course Approval Form 4 with the required fee and attachments. Download the application at www.vsb.org/site/members/mcle-courses.
- Distance learning programs require a certification of attendance that has been provided to you by the course sponsor and includes the Virginia course ID.



Avoid the fees, meet the deadlines.

Failure to complete 2021 CLE requirement by October 31—\$100 Noncompliance Fee

Certifications received after December 15—\$100 Late Filing Fee

Certifications received after February 1—\$100 Additional Late Filing Fee

Have questions? Call (804) 775-0577 or email MCLE@vsb.org.
Review MCLE Regulations and other MCLE information at <https://www.vsb.org/site/members/mcle-courses>.