

60-Day Notice of Impending Suspension Instructions for Compliance with the MCLE Requirement

Part 6, Section IV, Paragraph 17 of the Rules of the Supreme Court of Virginia and the MCLE Regulations require that all active members of the Virginia State Bar attend for the 2016 compliance period at least twelve (12) hours of approved continuing legal education programs of which at least two (2) hours shall be in the area of legal ethics/professionalism and four (4) must be from live interactive programs and certify that these requirements have been met.

According to our records, you have not completed all of the requirements for MCLE compliance. Please read and follow the instructions below. Complete, sign and mail this Form 1, End of Year Report, with the appropriate delinquency fees as soon as possible **to be received by this office no later than 4:45 p.m., March 7, 2017.**

* * * Send ALL Forms and Fees Together as One Submission. * * *

FAX or E-mail TRANSMISSIONS WILL NOT BE ACCEPTED.

Please Use a Verifiable Express Delivery Service Close to the Deadline (see #6).

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 OF ATTENDANCE provided by the sponsor for any course not listed on the report. Do not leave your attendance form with the sponsor as they will not be processed to meet your requirements.
3. IF YOU NEED TO TAKE ADDITIONAL HOURS, we recommend that you only take Virginia pre-approved courses to meet your 2016 requirements. ***DO NOT SCHEDULE TO TAKE COURSES CLOSE TO THE DEADLINE as all forms and fees MUST BE IN THIS OFFICE NO LATER THAN 4:45 p.m., March 7, 2017. Your postmark is not considered.***
4. ATTACH COURSE APPROVAL APPLICATION (Form 4) for any non-approved course along with the required attachments (\$25 application fee, agenda, sample of CLE and ethics materials) including the sponsor provided certification of attendance. **Incomplete applications or applications received after February 22, 2017 will NOT be considered and may result in suspension.** If Sponsor Cannot Supply a Virginia Certification of Attendance Consider the Course Not Approved (ABA forms accepted). Applications received or remain incomplete more than 90 days following the date of the program will be subject to a \$50 late application fee. Incomplete applications will be returned.
5. ALL DISTANCE LEARNING PROGRAMS (ONLINE, CD-Rom, TELEPHONE & WEBCAST) REQUIRE ATTENDANCE FORMS THAT ARE VERIFIED and PROVIDED BY THE SPONSOR *and* include the Virginia course ID# (ABA accepted.) Courses by providers (ABA telephone, PLI, ALI CLE and West LegalEdcenter webcast or online courses for example) that cannot provide you with the appropriate Virginia-approved, sponsor verified attendance form in time to meet your deadline should not be taken for purposes of compliance with your 2016 requirement.
6. ONCE YOU HAVE COMPLETED YOUR HOURS, make any necessary amendments to and sign this Form 1, End of Year Report, attach any certifications of attendance and include the Noncompliance Fee and the Late Filing Fee(s) as appropriate (see fee information on front). Make checks payable to *Treasurer of Virginia*. Mail your submission to the MCLE Office **to be received no later than 4:45 p.m., March 7, 2017. FAX or E-mail transmissions will not be accepted. Your postmark is not considered.** Please note that it is not uncommon for mail to take 7 working days or more to arrive so please plan accordingly to use a guaranteed express delivery service close to the deadline. Do NOT use certified mail as it may delay delivery.
7. SUBMIT ALL MCLE BOARD REQUESTS IMMEDIATELY FOR CONSIDERATION. Requests for extensions or waivers of hours or fees or other special consideration received after **March 1, 2017** will not be considered prior to suspension.