

MCLE Reporting Deadline  
**DECEMBER 15, 2016**

**REPORT MUST SHOW A TOTAL OF AT LEAST 12 CLE HOURS INCLUDING (2) ETHICS HOURS AND 4 LIVE, INTERACTIVE HOURS**

E-mail and FAX submissions NOT accepted. (FAX machine disabled.)

Confirm updates and corrections to your MCLE record at [www.vsb.org](http://www.vsb.org).

**\$100 Non-Compliance Fee assessed for courses attended after October 31, 2016.**  
**\$100 Late Filing Fee for 2016 reports or forms RECEIVED after December 15, 2016. Our offices close at 4:45 PM.**

**IMPORTANT INSTRUCTIONS ON REVERSE (See also MCLE Regulation 108)**

As amended above, or as attached, I certify that I have attended and/or carried over at least 12.0 CLE hours including 2.0 Ethics hours and 4.0 Live, Interactive hours of approved continuing legal education courses for compliance with the 2016 MCLE requirement. A materially false statement shall be subject to appropriate disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## MCLE Compliance Instructions Pursuant To MCLE Regulation 108

MCLE Requirement: All Active members must certify attendance at 12.0 hours of Virginia approved CLE credit of which a minimum of 2.0 hours must be legal ethics and 4.0 must be from live interactive programs.

MCLE Reporting Deadline: Whether attended for compliance or carryover credit you must certify attendance as instructed below.

**All submissions must be received no later than 4:45 p.m., December 15, 2016.**

Failure to comply with the MCLE Requirements will result in suspension.

### INSTRUCTIONS FOR 2016 MCLE COMPLIANCE

- 1. REVIEW YOUR MCLE FORM 1 END OF YEAR REPORT AND YOUR ONLINE MCLE RECORD FOR ACCURACY.** If upon review, your MCLE record correctly lists all hours attended for compliance or carryover and lists at least 12.0 total CLE hours including 2.0 ethics hours and 4.0 live interactive hours you may keep this report for your records. Do not return it to the MCLE office. There is no online Form 1 acceptance certification required.
- 2. DO NOT RELY ON COURSE SPONSORS OR ANY PRIOR SUBMISSION** not shown on this report or your online MCLE record to meet your requirements. You must certify your attendance for individual courses online at the VSB website, or mail this Form 1 with all required attachments to be received by the MCLE office no later than 4:45 p.m., December 15, 2016. **FAX & E-mail are not accepted for Form 1 Compliance.** Please consider using a verifiable express delivery method close to the deadline as the *postmark is not considered*.
- 3. CERTIFY INDIVIDUAL COURSE ATTENDANCE ONLINE.** If you have a certification of attendance that includes the Virginia course ID#, you may certify your attendance directly to your MCLE record online at the VSB website Member's Area Login. ABA certifications of attendance, teaching forms, video/audiotape forms or other certifications that do not include the Virginia course ID# may not be certified online. If you certify your attendance online and have no other additions or corrections, do not return the Form 1.  
*The online certification feature will shut down at 4:45 p.m. on December 15 until after year-end turnover processing in January.*
- 4. IF NOT CERTIFIED ONLINE,** attach a copy of your signed certification(s) of attendance or teaching, or ABA Uniform Certification of Attendance for any Virginia approved course not listed. *Individual certifications of attendance received separately from the Form 1 will be processed after the December 15, 2016 reporting deadline and may be returned if needed to meet your 2016 compliance and reporting requirements. See MCLE Regulation 108.*
- 5. IF YOU DO NOT HAVE A COPY OF THE VIRGINIA CERTIFICATION OF ATTENDANCE** (ABA Uniform Certifications are accepted), please contact the course sponsor. If sponsor cannot supply the Virginia approved certification of attendance, consider the course not approved. *If sponsor indicates that the course is pending approval in Virginia, write all course information on this form and return it so it is received no later than 4:45pm on December 15. CAUTION:* Distance learning programs require a certification of attendance that has been verified by the course sponsor and includes the Virginia course ID#.
- 6. ATTACH ATTORNEY APPLICATION FOR CLE COURSE APPROVAL FORM 4** for any non-approved course along with the required attachments (\$25 application fee, agenda, sample of CLE and ethics materials.) Applications received more than 90 days after the program date require a \$50 application fee. Incomplete applications will be returned.
- 7. ATTACH \$100 NON-COMPLIANCE FEE IF** you attended any course(s) after the October 31, 2016 compliance deadline to meet your 2016 MCLE requirement. A \$100 Late Filing Fee is also due for any form received after the December 15, 2016 reporting deadline and increases to \$200 after February 1, 2017. Make checks payable to Treasurer of Virginia.
- 8. FAX AND E-MAIL TRANSMISSIONS WILL NOT BE ACCEPTED.** The fax machine has been disabled. *All certifications must be certified online or attached to the Form 1 and mailed.* The online certification feature will shut down at 4:45 p.m. on December 15, 2016.
- 9. KEEP A COPY FOR YOUR FILES.** Confirm updates and corrections to your MCLE record at [www.vsb.org](http://www.vsb.org).

**If you have any questions please contact the MCLE Office at (804) 775-0577.  
Your Timely Compliance Is Important to Us.**