

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

**BOARD USE ONLY**

Course ID#: \_\_\_\_\_ Decision: \_\_\_\_\_  
CLE hours: \_\_\_\_\_ Reason: \_\_\_\_\_  
Ethics hours: \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_

**LAW FIRM SPONSOR APPLICATION FOR CLE COURSE APPROVAL (FORM 4)**  
**(MCLE Annual Completion Deadline October 31)**

1. Course Sponsor: \_\_\_\_\_  
Sponsor Representative\* \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ REGISTRATION phone: (\_\_\_\_\_) \_\_\_\_\_  
E-mail address \_\_\_\_\_ Web address \_\_\_\_\_
2. Title of Program: \_\_\_\_\_  
\_\_\_\_\_  
(Course ID# of any prior VA approval of this program content: \_\_\_\_\_)
3. Total CLE hours: \_\_\_\_\_ including (\_\_\_\_\_) Ethics hours Only sessions with written materials are approvable
4. 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  
*\*See Opinion 16 and complete page 2 for all pre-recorded and distance learning courses.*
5. Date(s): \_\_\_\_\_ Times: (Begin/End) \_\_\_\_\_  
Venue/Location(s): \_\_\_\_\_
6. Course Registration Fee: \$ \_\_\_\_\_ **Target audience:** CLIENTS \_\_\_\_\_ ATTORNEYS \_\_\_\_\_ OTHER \_\_\_\_\_
7. **REQUIRED ATTACHMENTS: MCLE Board will only consider applications with all required attachments.**
  - a. Program Time Schedule or Agenda (times are required to compute approvable credit hours)
  - b. 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 sessions.* Materials on CD, flash drive or electronic link are acceptable.
  - c. Faculty name(s) and credentials
  - d. Complete page 2 for all pre-recorded and distance learning courses. See Opinion 16.
8. Description of materials: **Total pages:** \_\_\_\_\_ Printed: \_\_\_\_\_ Other \_\_\_\_\_  
Materials are distributed: Before program \_\_\_\_\_ At program \_\_\_\_\_ Other \_\_\_\_\_
9. Physical Facilities: Conference room \_\_\_\_\_ Theater style \_\_\_\_\_ Writing surface? \_\_\_\_\_
10. Number of attorneys present or anticipated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Number of non-attorneys: \_\_\_\_\_ / \_\_\_\_\_  
Firm Clients Other Staff Clients
11. Do you monitor time in attendance? \_\_\_\_\_ How? \_\_\_\_\_
12. SPONSOR agrees to provide Certification of Attendance forms (Form #2) and Certification of Teaching forms (Form #3) to Virginia attorneys attending or teaching the program. (Course attendance lists are not acceptable)
13. **SPONSORS MUST FILE AN APPLICATION FEE WITH THIS APPLICATION.** Please see attached instructions for fee schedule. Make 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.

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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?

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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.

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### 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, estimated number in attendance \_\_\_\_\_

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

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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.

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4. 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 firm or government agency, members of professional organization

**LIVE** - Instructor and attendees participate simultaneously

**PRE-RECORDED** – Recorded version of an original live CLE presentation. Attendance at pre-recorded programs is limited to 8.0 hours per compliance year

**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 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. - 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. (E-mail contact information is sufficient)
- (2) have at least 2 attorney participants or be proctored. (not restricted to only VA 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. - 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 4 to 6 weeks for board decision on all applications*

1. **Complete identifying sponsor information.**
2. **Give Title of Program. (Include VA course ID# of any prior approval)**
3. **Total CLE hours** are the number of *60-minute hours* of course presentation 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.  
  
**Total Ethics hours** are the number of *60-minute 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. A sample of the ethics material must be included with the application. (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 REQUIRED ATTACHMENTS!**
  - a. Program time schedule or agenda (TIMES ARE NEEDED TO COMPUTE APPROVABLE CREDIT HOURS)
  - b. Complete set of written materials distributed to the attendees at the program. Ethics materials must be submitted to receive ethics credit. (See Opinion #14 on Written Materials)
  - c. Faculty name(s) and bio
8. **Description of materials** - Give approximate total pages and check type of materials and when distributed. *Written materials are required for all sessions.*
9. Physical Facilities - select applicable type.
10. Enter approximate number of attorneys 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.

## Application fee schedule

Please use this chart 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