

WEST VIRGINIA MANDATORY CONTINUING LEGAL EDUCATION COMMISSION

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TO: MCLE Sponsors

FROM: Hope L. Gresham, MCLE Coordinator *Hope L. Gresham*

RE: Sponsor Course Approval Application Late Fee Effective in 2015

On behalf of the West Virginia Mandatory Continuing Legal Education Commission, please be advised that *effective January 1, 2015*, sponsors submitting course approval application requests less than thirty (30) days prior to the seminar date will be required to submit a late processing fee of \$50, including the \$50 normal application processing fee.

This includes applications submitted by sponsors and law firms as well. The \$100 application fee, payable to the WV State Bar, must be submitted with the sponsor application, detailed agenda of topics covered, and brief biographical sketches of the instructors.

The application will not be processed without the required course approval application fee, and the late submission fee, if submitted less than 30 days prior to the seminar activity date.

Thanks for your cooperation. We are notifying sponsors of this important upcoming change – effective January 1, 2015.