

## MCLE REMINDER

**THE 2012-2014 REPORTING PERIOD ENDED ON JUNE 30, 2014.** The filing deadline was July 31, 2014.

Active members of the Bar are required to complete and file 24 approved credits, including at least 3 credits in legal ethics, office management, substance abuse, and/or elimination of bias in the legal profession credits between July 1, 2012 and June 30, 2014.

Active members admitted between July 1, 2012 and June 30, 2013, are required to file 12 approved credits, including at least 3 credits in legal ethics, office management, substance abuse, and/or elimination of bias in the legal profession credits.

Credits should be submitted online through the member portal at [www.mywvbar.org](http://www.mywvbar.org). Your username is your e-mail on file with the State Bar office. If you do not have a password, click on request new password. Please be sure to check your transcript before submitting additional activities. You may check the listing of presumptively accredited providers online. Courses sponsored by the presumptive providers are automatically approved. If the course you are submitting is not sponsored by a presumptive provider, please check the approved course listing to see if the activity has been individually approved. As of September 1, 2013, courses approved in other states are no longer automatically recognized as approved activities in WV. **If your course does not appear on the approved course list, you must submit the attorney application for individual course approval through the member portal. You will need to submit the detailed agenda, brief biographical sketches of the instructors, and a \$20 processing fee, all of which may be submitted online. If you print and send in the paper attorney application with the agenda, and speaker bios, the required fee will be \$30. If you file a certificate of attendance with your paper application, and additional \$10 processing fee will be required.**

If your course has been approved, please submit the approved course certification form. You will need to select the course type (live seminar/online,dvd/cd/teleconference or in-house.) Start typing in the name of the sponsor and the full sponsor name will pop up with a number, select it, then start typing in the first few letters of the seminar title which then should bring up the seminar titles for you to select. If the seminar title does not appear, you may type in the course title, then click outside of the text box to proceed. Enter the date completed, as well as the credit information, then attest to the submission. You will receive an e-mail confirmation of the submission.

If you taught a seminar approved for WV MCLE credit, you may submit the attorney request for teaching credit. If you published a legal work, you may submit the request for publication credit.

**Please note that submission of approved MCLE activities on paper forms mailed, faxed or e-mailed to the MCLE Commission require a \$10 processing fee, payable to the WV State Bar. Your check must accompany the submission. In no event will the credits be processed and an invoice then sent to the attorney for the required processing fee.**

All required credits are to be completed and filed by July 31, 2014. Courses may be completed in the month of July and carried back to meet the requirement for the 2012-2014 reporting period. Courses may NOT be split between two different reporting periods.

Credits filed after July 31, 2014, require a \$50 late filing fee. Credits filed after October 1, 2014, require a \$100 late filing fee. You may remit the required late filing fee online or send the check payable to the WV State Bar. You will not be considered as being compliant until all required credits and fees are paid.

If you have questions, please contact Hope Gresham at [greshamh@wvbar.org](mailto:greshamh@wvbar.org).