

WV MCLE COMMISSION - FORM A - COURSE APPROVAL - \$30 Processing Fee Required (Payable to WV State Bar)

Please note that if the course is offered by a presumptively-accredited provider, you do not need to file this application. Each attorney will need to file a separate request for approval if not offered by a presumptively accredited provider or if the sponsor has not submitted an application for approval. The Commission is no longer automatically accepting courses approved in other states. Please note that if you file the attorney application for individual course approval online through the member portal at www.mywvbar.org, the processing fee is only \$20. Paper form submissions require an additional \$10 processing fee.

1. Name of attorney seeking approval _____ ID# _____
Address:

2. Telephone number of person seeking approval:
Fax number of person seeking approval:
E-mail address:

3. Name of course, course sponsor and sponsor's address, telephone number, and website

NO ANSWERS ARE NEEDED FOR QUESTIONS 4-7 IF A COURSE BROCHURE ACCOMPANIES THIS REQUEST.

4. Course schedule (including individual topics to be addressed, seminar date, location, etc.)

5. Faculty (including names and professional education/background)

6. Total number of hours of instruction

I certify that the information contained on this application form is true, to the best of my knowledge and belief.

Signature

Mail to: MCLE Commission
The West Virginia State Bar
2000 Deitrick Blvd.
Charleston WV 25311-1231

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Decision from MCLE Commission Course Accreditation Committee:

- Approved for MCLE credit. One credit earned for each fifty minutes of actual instruction time completed.
- Please submit credits earned online through the member portal at www.mywvbar.org
- Denied approval.
- Request additional information _____
- See attached materials. If you wish to submit a paper certificate of completion claiming credits, an additional \$10 paper processing fee is required.

Date

MCLE Coordinator