

West Virginia Continuing Legal Education Commission

Instructions: Submit CLE Attendance for West Virginia Attorneys

Attendance is required to be submitted to the State Bar using the instructions below within 30 days of the seminar.

I. Import CLE Credit

Please note that your course must already be listed under “my courses” before you can import credit for attorneys.

1. Go to www.mywvbar.org
 2. Go to your Dashboard or select CLE > My Courses from the drop down menu.
 3. Find the course that you want to upload and click “Upload CLE Credits”
 4. Select the “Course Date & Location”, if no date or location specified, leave field blank.
 5. Download the “sample import file”, open the file and enter your information into the table.
 6. Save the sample import file as a “.CSV” file to your computer (name the file after the name of the seminar so you don’t get imports mixed up.)
 7. Click Browse next to “Activity Import CSV” and select the import file from your computer.
 8. Click upload
 9. Click Submit
- You will then receive a message saying your import was completed successfully. If you get an error message refer to the “Import Attorney CLE Credit Troubleshooting” document.
 - Attorneys will receive an email notification that the course is awaiting their approval.
 - Courses are not applied to attorney’s transcripts until the attorneys confirm their credit hours using a link from the confirmation email that they receive.