Tips for CLE Credit Submission

- Make sure you know your username and password for the online portal at www.mywvbar.org. Familiarize yourself with the system so that you will be ready to submit CLE credit as you complete it. You can request a new password from the login screen.

- **Before you submit any CLE credit via the portal check your transcript for accuracy–** this will prevent duplicate courses from being submitted. Once you are logged on the portal, go to the CLE tab and choose "My CLE Transcript" from the dropdown menu. There may also be course attendance credits that have been reported by a CLE sponsor that are awaiting confirmation. Confirm/edit any pending credits.

- **To submit course credit:** login to the portal and go to the CLE tab at the top, choose Submit Credit from the dropdown menu. Then select one of the following options:
    - Approved Course
    - Non-Approved Course
    - Publication Credit
    - Teaching Credit

- **To determine if your course is an Approved Course:** click on the Approved Course button, fill in the CLE Provider Name (using a key word(s) from the provider name and not necessarily the entire provider name) in the red box and hit Apply. See if the provider you are looking for appears under the Provider Name list on the screen. If it does, make a note of whether the Type of Provider is a Presumptive Provider or an Individual Course Provider and then click on the View Courses link for that provider. Once the course list for the provider appears you can scroll through it to find your course or you can search the list by the course name (using a key word from the course name) if the list is long.

- **To submit credit for an Approved Course that appears on the provider's (either Presumptive Provider OR Individual Course Provider) course list:** Find the course on the list by following the steps above and then simply click on the Add Course link to finish certifying your attendance.

- **To submit credit for a course NOT listed on the Approved Course list for a Presumptive Provider:** when you are on the course list screen (see above), click on the blue box that says

This Provider is Presumptive Please Click Here to Submit the Approved Course Certification Form if the Course is Not Listed Below

    - Fill in the required information and hit Submit MCLE Information.

- **If a course is NOT listed on the Approved Course list for a non-presumptive Individual Course Provider:** Go to the CLE tab, choose Submit Credit from the dropdown menu, select the Non-Approved Course option. Fill in the information and **be sure to attach a timed, detailed agenda and brief speaker bios**. Do NOT just copy and paste a link to the required detailed agenda and brief speaker bios - please attach the actual agenda and bios. Course materials such as PowerPoint slides, hand-outs etc. are not required for approval but may be helpful in determining the qualification for credit. You may attach a certificate of completion if you have one but it does NOT replace the requirement for the detailed agenda and speaker bios. Non-Approved Course applications require a $20 processing fee to be paid by credit card.

- **To submit a request for Publication credit:**
    - login to the portal and go to the CLE tab at the top, choose Publication Credit from the dropdown menu.
    - Complete the required fields of information regarding the publication and click on Submit.
    - Per the directions on the form, email a copy of the published work to compliance@wvbar.org. If it is lengthy or unavailable in digital format you can mail the publication to the State Bar at 2000 Deitrick Blvd. Charleston, WV 25311.
    - The CLE Commission determines the number of publication credits to be allocated for each individual publication credit request.

- **To submit a request for Teaching credit:**
    - login to the portal and go to the CLE tab at the top, choose Teaching Credit from the dropdown menu.
    - Complete the required fields of information regarding the course and click on Submit.
    - **Please be advised that if the course you are seeking teaching credit for is not an approved course in West Virginia you will have to complete the Non-Approved course procedure outlined above and get the course approved before the teaching credit request will be processed. You can check to see if the course is already approved by going to the CLE tab and choosing the Approved Courses link.**