

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 select “none specified” from the drop down menu. Download the “sample import file”, open the file and enter your information into the table.
5. Download the “sample import file” (if needed), open the file and enter your information into the table. Below is a detailed description of field types and what information is acceptable in the import file. Enter 0 for fields not applicable

| First Name | Last Name | Bar ID Number | Total Live Attendance | Online/AV | Ethics substance Abuse, Elimination of Bias, or Office Management | In house |
|------------|-----------|---------------|-----------------------|-------------|---|-------------|
| Text Only | Text Only | Number Only | Number Only | Number Only | Number Only | Number Only |

6. Click Browse next to “Activity Import CSV” and select the import file from your computer.
 7. Click upload
 8. 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.
 - If you get an error message refer to page 2 of this 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.

Possible Error Messages •

- Row 4: Activity record skipped - CLE submission already submitted for selected course for the reporting period: “----- “
 - The attorney has already reported the credit no further action needed.
- The CLE Activity File you have uploaded is not in a proper CSV format. o The file type needs to be saved in excel in a “Comma Separated Value” format.
- The CLE Activity File must have seven (7) columns.
 - All Columns are required to have some type of number or value in them.
- Row @i: Activity record skipped - Invalid Bar ID specified (empty or bad format).
 - The Bar ID is either incorrect or you entered something other than numbers in the bar id column.
- Row @i: Activity record skipped - Invalid Bar ID specified.
 - Incorrect Bar ID number
- Row @i: Activity record skipped - CiviCRM API failure.
 - Contact support@wvbar.org
- Row @i: Activity record skipped - CLE submission already submitted for selected course for the reporting period : {\$reporting_period}.
 - Individual already claimed credit for the course. No need to resubmit upload file.
- Row @i: Activity record skipped - Invalid credit amount specified, value must be between 0.00 and 99.99.
 - The number is larger than 99.99 or is not in a valid number format.
- Row @i: Activity creation failed, CiviCRM error encountered:
 - Contact support@wvbar.org
- An error occurred during upload, please contact the WVBA MCLE Coordinator.
 - Contact support@wvbar.org

Troubleshooting

- Make sure the file type you are saving the import file as is “.CSV” (Comma Separated Values.)