

WV MCLE COMMISSION
FORM E - CERTIFICATION OF TEACHING OR PARTICIPATING
IN APPROVED MCLE COURSES
 (Revised 02/09)

1. Name _____ WWSB ID# _____

Address _____

City _____ State _____ Zip _____

If new address for State Bar records, please check here []

Attorney's Email: _____

2. Educational Period covered: July 1, _____ to June 30, _____

3. Name of Sponsor: _____

4. Title of course taught or participated in:

(Please note: Activity must be approved before seeking teaching credit.)

5. Date and location where course was presented:

6. Nature of participation (teacher, member of panel discussion, etc.):

(Note: Do not use this form to report attendance only. Attendance is reported on Form C.)

7. Have you taught this course previously during the current two-year reporting period?

_____ If so, please provide the date and number of credits awarded for for teaching

If teaching credits were awarded and the topic was the same (similar outline/handouts), no additional teaching credit can be awarded for the same activity during the current reporting period (SEE MCLE REGULATION 4 (A)(II)). If you presented a considerable amount of updated material, teaching credit may be awarded. Please provide a copy of your outline and/or written materials from both activities.

8. Based upon the following formulas, please indicate the number of teaching credits below:

Teacher/Instructor:

_____ Spoke for at least 25-30 minutes: 3 credits

_____ Spoke for at least 50-60 minutes: 6 credits

_____ Spoke for at least two hours: 8 credits

_____ Spoke for whole morning, whole afternoon, whole day, or more: 10 credits

(Please note that the maximum number of teaching credits available for teaching one activity, even a week long course, is ten credits.)

Panel Member:

- _____ Served on panel for at least 25-30 minutes: 1.50 credits
- _____ Served on panel for at least 50-60 minutes: 3.00 credits
- _____ Served on panel for at least two hours: 4.00 credits
- _____ Served on panel for whole morning, whole afternoon, or whole day: 5.00 credits

9. Please indicate the total minutes of instruction (if any) which included legal ethics, law office management, substance abuse or elimination of bias in the legal profession topics

TOTAL TEACHING/PANEL DISCUSSION CREDITS EARNED _____

Date _____ Signature _____

Please note that your teaching credits will be confirmed by the MCLE Coordinator. The maximum credit available for teaching and/or participating in panel discussions in any two-year reporting period is 18 credits.

RETURN THIS FORM TO:

**WV MCLE COMMISSION
 WV STATE BAR
 2006 KANAWHA BLVD EAST, CHARLESTON WV 25311
 (304) 558-7992**

Date:
Number of Credits Granted
<input type="checkbox"/> Please be advised that the credits awarded will now be entered.
_____ Hope L. Gresham, MCLE Coordinator

Send Comments to MCLE Coordinator Hope Gresham: greshamh@wvbar.org

The West Virginia State Bar
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