West Virginia Continuing Legal Education Commission

Instructions: Submit Course for WV Approval

Non-Presumptive Providers are required to submit individual course approvals at a rate of $50 per course or $100 if submitting less than 30 days from the course start date.

I.   **Register Organization login account.**
        *If you already have a login account for your organization skip to section II.

1. Go to www.mywvbar.org
2. Click on "CLE" then "Provider Registration"
3. Enter organization information, create username and password.

If your organization is already registered and you are unable to login – request a new password.
If you are unable to complete the registration process please contact Mike Mellace at
mellacem@wvbar.org.

II.   <u>**Submitting a course for approval**</u>

1. Login to www.mywvbar.org
2. Select "Submit New Course"
3. Enter course name, type and minutes.
4. Select the course date and location. (if multiple locations select "add more")
5. Click Save

Additional details for non-presumptive providers:

6. Enter additional course details, attach required documentation (file upload) and click "save"
7. Select payment method (Check or Credit Card), an invoice or receipt will be sent to you via email.
8. Once your course is approved you will receive an email confirming its status.

To make any changes to your general course information, click "edit course". To edit additional course approval details, click "Edit Course Approval."