

# WEST VIRGINIA MCLE APPROVED ACTIVITIES REPORTING FORM

Effective January 1, 2014, a \$10 processing fee, payable to the WV State Bar must accompany each written form submitted. Forms submitted by mail, fax, or e-mail will not be processed without the required fee. In no event will the credits be processed and an invoice then sent to the attorney for the required processing fee. This form is only for activities which have already been approved for MCLE credit in WV. You may avoid this fee by filing your report by electronic means at [www.mywvbar.org](http://www.mywvbar.org).

If you wish to apply for approval for a course not-yet approved in WV, please submit the attorney application for individual course approval along with the detailed course agenda, brief biographical sketches of the instructors, and a separate \$20 processing fee, payable to the WV State Bar.

Sponsor: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Reminder: Introductory remarks, keynote addresses, business meetings, breaks, receptions, etc. are not included in the computation of credit

## TO BE COMPLETED BY ATTORNEY

By signing below, I certify that (please select method completed)

\_\_\_\_\_ I attended the activity described above (Live Seminar Open to All Attorneys)

\_\_\_\_\_ I completed the teleconference or completed the cd/dvd or online course or attended this in-house activity (offered to a closed group – law firm or agency)

I am entitled to claim \_\_\_\_\_ CLE credit hours, including \_\_\_\_\_ CLE credits in legal ethics/office management/substance abuse/elimination of bias in the legal profession.

\_\_\_\_\_  
Attorney Name (Please Print)

\_\_\_\_\_  
WV State Bar Identification Number

\_\_\_\_\_  
Street or PO Box

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
FAX Number

IF THIS IS A CHANGE OF ADDRESS PLEASE CHECK [  ]

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date

Reporting Period: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

Return to:

CLE Commission  
West Virginia State Bar  
2000 Deitrick Blvd.  
Charleston, WV 25311-1231

**Please attach \$10 check payable to the WV State Bar.  
Forms submitted without the fee will not be processed.**