

Important Terms and Criteria for CLE Approval in Virginia

Terms

OPEN - Course advertised and open to all attorneys.

CLOSED - Course open only to a specific group of attorneys.

LIVE - Instructor and attendees participate simultaneously.

PRE-RECORDED – Recorded version of an original live CLE presentation.

IN-HOUSE - Program offered to attorneys within the hosting firm.

GROUP SETTING - Program offered in group of 2 or more attorneys.

DISTANCE LEARNING – See examples below.

TELECONFERENCE, SATELLITE, VIDEOCONFERENCE, OR LIVE WEBCAST- To meet Virginia regulations the course must:

1. Give attendees the opportunity to participate in discussions with other attendees and/or the presenter.
2. Have written instructional materials distributed to each participant prior to the presentation.
3. Have attendance tracking – See [Opinion 16](#).

VIDEO, AUDIO, CD-ROM - To meet Virginia regulations the course must:

1. Facilitate interaction with the presenter or other subject matter expert. Email contact information is sufficient.
2. Have at least 2 attorney participants or be proctored (not restricted to only Virginia attorneys).
3. Be conducted in an educational setting.
4. Have written instructional materials distributed to each participant prior to the presentation.

INTERNET, CD-ROM, ON-DEMAND (SELF STUDY NOT APPROVABLE) - To meet Virginia regulations the course must:

1. Be in an audio or audio/video format. Text-based courses are not approvable.
2. Facilitate interaction with the presenter or other subject matter expert. Email contact information is sufficient.
3. Have written instructional materials distributed to each participant prior to the presentation.
4. Have attendance tracking – See Opinion 16.

For additional information see MCLE Regulation 103 and the MCLE Board Opinions.

Criteria for Approval

Review the [MCLE Regulations](#) and [Board Opinions](#) for additional information.

The MCLE reporting year runs from November 1 - October 31. Courses are approved for the reporting year they are presented.

Total CLE hours are the number of hours of course instruction excluding introductory remarks, breaks, meals, closing remarks.

- Only sessions with written instructional materials are approvable.
- Keynote, mealtime speakers, judicial presentations, or roundtable discussions are given CLE credit only when written instructional materials are given to attendees that appropriately cover the topic.
- Virginia is a 60-minute state, meaning 60 minutes of instruction equals 1.0 CLE credit.

Total Ethics hours are the number of hours devoted to legal ethics or professionalism topics.

- Ethics relating to other professions, government employees, business professionals or general ethics are not approvable for Ethics credit.
- Ethics segment(s) must be clearly defined on the course schedule and be accompanied by specific ethics materials.
- See [MCLE Regulations 101\(s and t\)](#), Regulation 103(d), and [MCLE Opinion 13](#) for additional guidance.

Total Well-being hours are the number of hours devoted to subject matter detailed in [MCLE Regulation 103\(c\)\(2\)](#) and [MCLE Opinion 19](#). These segment(s) must be clearly defined on the course schedule and meet the approval requirements described in Regulation 103(c)(2) and Opinion 19.

Target audience: Courses must be directed primarily to attorneys and address a legal topic to be approved.

The MCLE Board will only consider applications with all required attachments. Omission of any attachments/information will delay processing.

- Program time schedule or course agenda. Times are needed to compute approvable credit hours.
- The written instructional materials distributed to attendees at or before the program. Materials are required for all sessions pursuant to [MCLE Opinion 14](#). Ethics materials must be submitted to receive ethics credit. Materials must be arranged in order and labeled.

The MCLE Board will send a course approval letter with certificates of attendance and teaching for approved courses.

- These forms must be distributed to the Virginia attorneys attending or teaching the program after attendance has been verified.
- Do not distribute the Virginia course ID number before a course is approved or in lieu of distributing the Virginia certificates of attendance and teaching.