PLANNING CONTINUING LEGAL EDUCATION PROGRAMS

Approximate deadlines listed in reference materials are intended as guidelines only! Be sure to comply with all specific deadline dates provided by the VBA professional staff, as these deadlines are established annually to allow for timely approval by the MCLE board, adequate promotion of your event and detailed site arrangements.

VBA professional staff must submit to the MCLE board a complete and correct application for CLE approval at least 60 days prior to your planned CLE date! Because of the time required for preparation of the application once your materials are received and before they are submitted for MCLE approval, we recommend that professional staff receive details from you at least 10 weeks in advance. Expect that deadlines may be sooner for programs to be presented at the Annual Meeting or Summer meeting.

Intent to Present. This is the first element of planning your CLE program. Your Intent to Present should include the program topic and title, a brief summary of learning objectives, intended presenters, the program length in minutes, and the number of minutes you expect to qualify as Ethics credits. Submit all information on this form and adhere to all deadlines! Your slate of panelists, written materials, and agenda must be submitted to the MCLE Board for approval 60 days in advance. The VBA professional staff may assist you in refining your program description to comport with MCLE board expectations more closely.

Presenters. The VBA’s goal is to create an inclusive environment, and a diverse group will present a more balanced presentation of any topic. For the best CLE program, recruit presenters of all physical, social, and geographical demographics. If you need guidance, talk with a member of the VBA DEI Committee.

Provide detailed presenter information to the VBA professional staff at least 60 days prior to your CLE date. Include the presenter’s full name and title, employer or law firm, address, preferred phone number and email address, and role such as moderator, panelist, or lecturer.

Presenters who are not VBA members may be reimbursed for certain travel expenses.

Written materials. Written materials are required for all CLE programs! The chair or designee is responsible for collecting all written materials from presenters and forwarding them to VBA professional staff at least two weeks prior to the event. The VBA posts all written materials the VSB website and does not provide paper copies.

MCLE certification forms. Attendees and presenters can access the Certification of Attendance/Teaching forms for CLE programs on the VBA website, pre-filled with course information. The VBA does not provide paper copies.