

Instructions for Applying for Individual Mandatory CLE Recognition in Your State for this 3-Hour SVSA VA Accreditation Course

Although approved nationwide by the Dept of Veterans Affairs for renewing accreditation, this VA CLE course is only preapproved for state Mandatory CLE in a handful of states. Most states allow attorneys to apply for individual credits from outside courses not preapproved. The flash drive included with this course contains information to help attorneys apply for individual MCLE credit. Some states will charge you for this individual credit and others will not. Although allowing for individual credit, some state rules do not approve self-study (on-demand) formats. If your state bar does not require a fee to apply, even if you are denied, it is still worth trying to obtain credit. If you have to pay a fee, perhaps you may not want to apply unless your state will guarantee a refund in case of denial. As a general rule, individual MCLE hours for courses that are not preapproved must be submitted within 30 days of completing the course. A few states require submission of requests before taking the course.

There are 2 ways to access all the information needed to submit for State Bar credit:

1. The Flash Drive that come with the course
2. The PDF files found on the same website link for the online course that was sent after ordering (these will correspond to the PDF file names we reference below)

Is your state preapproved?

Check the flash-drive to see if your state has preapproved this CLE for credit. Open the folder "Submit to OGC or State Bar for Credit". There will then be a subfolder called "State CLE Application Forms" where you can see the preapproved states. If your state did preapprove, open the PDF and follow the instructions on how to submit.

If you are using the PDFs found online, we have links to the application form instructions for each preapproved state on the left-hand side of that page under "State Bar Credit."

Is your state not preapproved?

The SVSA will furnish you with all of the pertinent information you will need to submit for possible individual State Bar CLE credit, i.e. course description, module time frames, total training time, biographies of presenters, etc. If your state requires any additional information, please contact us.

Instructions to submit:

1. Contact your State Bar for the application you will need to submit for individual MCLE
 - a. Fill in all of your personal information
 - b. Fill in all of the information for the SVSA as the sponsor:
Senior Veteran Service Alliance - Thomas Day
PO Box 1118, Centerville, UT 84014
800-989-8137
All other information can be found in the material we will have you print below
2. Open the folder on the flash drive "Submit to OGC or State Bar for Credit"
3. Print the PDF files:
 - "Course Syllabus - Description and Outline"
 - "Supportive Documentation for Applying for Individual State Credit"
4. *optional* Open the folder "State CLE Application Forms" and print off one of the approved states approval letter (this is proof we are approved in other states)
5. Send the printed documents above, a copy of your "Certificate of Completion", and your completed application form to your State Bar.

If you are using the PDFs found online, we have attached the same forms on the left-hand side of that page under "State Bar Credit."