

California MCLE Compliance

The deadline for all California lawyers assigned to MCLE compliance **Group 3 (last names N – Z)** are required to complete the MCLE hours by **January 31, 2020**. Each lawyer must report compliance online through [My State Bar Profile](#) no later than **February 3, 2020**. No extensions of time will be given.

Click [here](#) to view your MCLE report on file.

How do I get missing hours added to my report?

Please forward any certificates of attendance for external programs to the CLE Compliance Team at MCLECLEMBX@cooley.com. For recent internal programs such as practice group meetings, the CLE Compliance Team is in the process of adding them to the MCLE tracking database.

I need to complete additional hours. What MCLE resources are available?

Listed below are upcoming live in-house programs and links to on-demand programs available through the Firm's external training provider, Practising Law Institute (PLI).

Live in-house programs (also open to client attendees)

December 3: MCLE Workshop – San Francisco

December 12: MCLE Workshop – San Diego

January 16: MCLE Workshop – San Diego

January 17: MCLE Workshop - Los Angeles

January 21: MCLE Workshop – Palo Alto

January 24: MCLE Workshop – San Francisco

Live in-house programs (internal attendees only - available on-demand)

November 21: Addressing Gender Bias in the Legal Profession: Differences in Persuasion and Power (*Elimination of Bias 1.0 hour*)

December 11: Privilege Pitfalls: Ethically Handling Confidentiality and Privilege Issues (*Ethics 1.0 hour*)

December 13: How to Practice Competently by Thriving Under Stress (*Competence Issues 1.0 hour*)

January 8: Break Free From Imposter Syndrome: Embrace Your Competent, Capable Self (*Competence Issues 1.0 hour*)

January 22: Lawyer Marketing: What Can Lawyers Ethically Say About Our Work and Our Wins? (*Ethics 1.0 hour*)

On-demand in-house programs

- [Competent Lawyering: How To Work in a Distracted World](#) – *Competence Issues 1.0 hour*
- [Becoming More Effective in Multigenerational Environments](#) – *Elimination of Bias 1.0 hour*
- [Avoiding Ethics Issues When Representing Nonprofits](#) – *Ethics 1.0 hour*
- [Legal Ethics: What you Need to Know in 2019](#) – *Ethics 2.0 hours*
- [Hazardous Transmissions: Ethics in the Digital Age](#) – *Ethics 1.0 hour*
- [Responding Effectively to Jerks and Bullies in Law Practice](#) – *Competence Issues 1.0 hour*
- [Overcoming Bias in Decision Making and Advising Clients](#) – *Elimination of Bias 1.0 hour*

- [Addressing Gender Bias in the Legal Profession: Differences in Persuasion and Power](#) - Elimination of Bias 1.0 hour

Online programs

Practising Law Institute (PLI)

- [California-Approved Ethics CLE Programs](#)
- [California-Approved Competence Issues CLE Programs](#)
- [California-Approved Elimination of Bias CLE Programs](#)
- [California-Approved General CLE programs](#)
- PLI has a [California-Specific Site](#) that features cutting-edge live programs that are tailored to local practitioners and advisors and satisfy State Bar Requirements

For PLI On-Demand programs, you have the ability to watch a portion of a program (a web segment). While on the chosen program, go to the **Segments** tab to view and launch.

PLI Login Instructions

Login ID: your Cooley email address

Password: If your password does not work, please follow the password reset instructions for returning users. Please contact a CLE Compliance Team member if you need additional assistance.

Reporting Your Compliance

I am assigned to CA Compliance Group 3 and have completed my MCLE hours. What are the next steps?

Step 1: Certify your MCLE compliance and send the email confirmation to MCLECLEMBX@cooley.com for tracking.

You must certify your MCLE compliance online at the [California State Bar website](#). Please take note of the dates below.

December 1, 2019	You can report your MCLE compliance starting two months before the February 3, 2020 deadline. Please contact the CLE Compliance Team if you would like to confirm your compliance before reporting.
January 31, 2020	The end of your compliance period – all of your MCLE credits for your compliance period should be earned by or before this date.
February 3, 2020	You must report compliance online through the My State Bar Profile link.
After February 3, 2020	If you fail to self-report compliance online by February 3, 2020, you will be assessed a \$75 late fee.*
July 2, 2020 – Final Deadline	If you did not report your compliance by February 3 and were assessed the \$75 late fee, you will have until July 2 to

	complete your requirements, report online and pay the late fee. *
After July 2, 2020	If you do not complete your MCLE requirements and report your compliance online by July 2, you will be ineligible to practice law in the State of California.

**The Firm will not reimburse late fees. The CLE Compliance Team CANNOT report on your behalf. All non-compliance will be reported to the General Counsel's office.*

Note that California Rule of Court 9.7 requires you to use [My State Bar Profile](#) to report MCLE compliance and any changes to contact information and to provide and maintain a private e-mail address for State Bar communications. First-time users, please follow the instructions on the site and register before accessing the system. Returning users should login with their State Bar number and password, and go to MCLE Compliance.

Step 2: Ensure that your annual dues are paid

Lawyers should not pay their annual California Bar dues directly. Please forward your statement to [Christina Salinas](#), Accounts Payable Manager (SF) to be included in the single Firm payment.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines

Questions or need assistance? Please contact a CLE Compliance Team member below.

Brandi-Leigh Miller (479-6731)
Sisi Li (493-2679)
Lauren Holian (452-8833)
Simone Winston (479-6741)

CLE REQUIREMENTS CALIFORNIA LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that will send you monthly reminders of your progress and reporting deadlines. To access your CLE records on file, go to the [Links](#) page on Cooley.net and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

New Lawyer Training Program

Lawyers admitted after February 1, 2018 are required to complete 10 hours of online training under the New Lawyer Training Program. This training must be completed within the first year of admission (one year from the last day of the month in which you were admitted) and will count towards your first compliance period requirement.

Category of Credit	Within the first year of admission
Legal Ethics	4
Basic Skills	3
Competence Issues	1.5
Elimination of Bias in the Legal Profession	1.5
TOTAL	10 hours

To access this training, you must create your [My State Bar Profile](#). You will receive a confirmation email with instructions to access to the e-learning portal and a reminder about the requirements. For assistance with your My State Bar Profile, please contact the State Bar directly by calling 800-888-3400.

Regular CLE Requirements

California-admitted lawyers are required to complete a minimum of 25 hours of approved CLE credit every 3 years as follows:

Category of Credit	Every three (3) years
General	19
Legal Ethics	4
Competence Issues	1
Elimination of Bias in the Legal Profession	1
TOTAL	25 hours

Carryover credit is not permitted.

No more than half of these credits may be earned through “self-study” activities, while the remainder must be earned through activities approved for “participatory” credit. *Credit earned through the New Lawyer Training Program may be counted towards your regular requirement and any excess “specialty” hours earned will be counted towards the general category.*

Compliance Period and Reporting

The initial reporting period for a new lawyer begins on the first day of the month in which they are admitted and ends on the last day of the reporting period for their assigned group. Pre-admission credit is not counted.

Members are assigned to a compliance group only once and always remain in that same group, even if the member subsequently changes their last name.

Group 1 (A-G)	Group 2 (H-M)	Group 3 (N-Z)
Group 1 members have last names beginning with A-G. CLE compliance deadline is January 31, 2022.	Group 2 members have last names beginning with H-M. CLE compliance deadline is January 31, 2021.	Group 3 members have last names beginning with N-Z. CLE compliance deadline is January 31, 2020.

Each individual lawyer must log in to their [My State Bar Profile](#) before midnight Pacific time on the last day of the assigned compliance period and **certify compliance** with the CLE requirements. Failure to do so will result in a \$75 non-compliance penalty which is not reimbursable by the Firm.

Annual Dues

Lawyers should not pay their annual California Bar dues directly. Please forward your statement to [Christina Salinas](#), Accounts Payable Manager (SF) to be included in the single Firm payment.

For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines

Change of Address

A change of address or firm contact information should be updated within 30 days through your [My State Bar Profile](#).

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS COLORADO LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that will send monthly progress reminders and reporting deadlines information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select My CLE Compliance. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into our internal system and should also be reported to the Office of Continuing Legal and Judicial Education website directly at <https://www.CLEtrack.com>. *Please note that your CLE records on file with the CO Bar may differ and should be considered your official report for compliance purposes.*

CLE Credit for Internal Cooley Programs

Effective, July 1, 2018, the restriction on earning credit for in-house law firm programs has been lifted. Cooley has obtained Certified Provider Status for CO credit.

Note: This does NOT mean that all Firm-sponsored programs are presumptively approved. The CLJE office requires that an accreditation application be filed for each qualifying program.

You must sign the attendance record at any Firm-sponsored program that you attend and indicate that you are seeking CO credit. If appropriate, an application will be filed and upon approval, credit and reporting information will be communicated to all CO licensed attendees directly. This process may take several weeks.

CLE Requirements

All lawyers admitted in Colorado must earn at least 45 CLE credit hours during each compliance period, as follows:

Category of Credit	Every three (3) years
General	38
Ethics	7
TOTAL	45 hours

Carryover credit is not permitted.

If you are a CO licensed lawyer based outside of Cooley's CO office, you may be eligible for an

exemption from the requirement. Please contact the CLE Compliance team for additional information.

Newly Admitted Requirement

All newly admitted lawyers must satisfy four of the seven-hour legal ethic requirement during their first compliance period by completing the Colorado Bar Association's Mandatory Course on Professionalism.

The first compliance period for newly admitted lawyers includes the balance of the year in which they are admitted plus the three subsequent full calendar years.

Experienced

All subsequent compliance periods begin on January 1 and end on December 31 of the third full calendar year.

External CLE Resources

All lawyers have access to our preferred external learning provider (PLI) to meet their learning and CLE compliance requirements. You may also take advantage of the [Firm External Learning policy](#).

Annual Registration

Lawyers must file their annual registration statement and pay the fee on or before February 28 of each year. The following trust account information should only be reported on the annual registration statement. Please contact TRUSTBANKING@COOLEY.COM in advance to confirm the account information for any firm-related matters.

For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 28 days, by marking the changes on your annual registration statement or by email to:

attorney_registration@coloradosupremecourt.us

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS DISTRICT OF COLUMBIA LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

Newly Admitted

Newly Admitted lawyers must complete the [Mandatory Course on the D.C. Rules of Professional Conduct and D.C. Practice](#) within 12 months of becoming an active member of the D.C. Bar. The course is offered once per month and must be completed by attending at a live location.

The course has been approved for 5.0 hours of CLE credit (including 3 in Ethics), which may be counted towards your annual compliance requirement in other jurisdictions of admission. You must request a certificate of attendance for all appropriate jurisdictions at the time you register for the course. Proof of completion should be forwarded to the MCLECLE Mailbox upon receipt.

Failure to complete the course on time will result in immediate suspension and the Courts of the District of Columbia will be notified, requiring you to withdraw immediately from all matters of record. Reinstatement fees and fines resulting from suspension are not reimbursable by the Firm.

Ongoing CLE Requirements

The D.C. Bar does not have an ongoing CLE requirement at this time. This information is subject to change by future decision of the D.C. Court of Appeals.

Annual Registration

Lawyers should not pay their annual D.C. Bar dues directly. Please forward your statement to [Christina Salinas](#), Accounts Payable Manager (SF) to be included in the single Firm payment.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through the D.C. Bar website.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

**CLE REQUIREMENTS
NEW JERSEY LICENSED LAWYERS**

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

Compliance Groups

Compliance Group 1	Compliance Group 2
Birthday is between January 1 and June 30	Birthday is between July 1 and December 31
Report compliance in even years	Report compliance in odd years

Newly Admitted Requirement

Newly Admitted lawyers must complete at least 15 of the 24 required credit hours in five of the nine categories below. These hours will count towards your first compliance period requirement:

- NJ Basic Estate Administration
- NJ Basic Estate Planning
- NJ Civil or Criminal Trial Preparation
- NJ Family Law Practice
- NJ Real Estate Closing Procedures
- NJ Trust and Business Accounting
- NJ Landlord/Tenant Practice
- NJ Municipal Court Practice
- NJ Law Office Management

See PLI for instructions to complete the NJ Basic CLE Marathons to meet this requirement [here](#).

Regular CLE Requirements

All lawyers admitted in NJ must earn at least 24 hours of CLE during each compliance period, as follows:

Category of Credit	By December 31 each year
General	20
Ethics and Professional Responsibility	4
TOTAL	24

Up to 12 hours of credit can carry over to the next compliance period.

Restrictions

At least 12 hours must be earned in a live setting (instructor in the room with participants), the other 12 hours may be earned in any approved format.

Reciprocity

NJ attorneys who are satisfying the CLE requirement of another mandatory CLE state may receive 1:1 credit through reciprocity. Contact a CLE Compliance Team member below for additional information.

CLE Compliance Reporting

CLE compliance should be reported in applicable years on the Annual Attorney Registration and Billing Statement

Annual Registration

Lawyers may pay their dues by check/mail on the Annual Attorney Registration and Billing Statement. The following trust account information should be reported on the annual statement. Please contact TRUSTBANKING@COOLEY.COM in advance to confirm the proper trust account information for any firm-related matters.

For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through the [NJ Court System](#) website.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS NEW YORK LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

Newly Admitted

Newly Admitted lawyers must complete at least 16 transitional CLE credit hours in each of the first two years of admission to the Bar, as follows:

Category of Credit	Before first anniversary of admission	Between first and second anniversaries of admission
Ethics and Professionalism	3	3
Skills	6	6
Law Practice Management and/or Areas of Professional Practice	7	7
TOTAL	16 transitional CLE hours	16 transitional CLE hours

Newly admitted lawyers may count CLE credits earned pre-admission toward their first year requirement with some restrictions. They may begin counting credits either after law school graduation or, if they are not admitted within two years of graduation, two years prior to their bar admission date.

The New York State CLE Board allows newly admitted lawyers to earn CLE credits in the following formats:

- Law Practice Management and Areas of Professional Practice credit may be completed in any approved format, including non-participatory formats, such as on-demand audio or video, or live broadcast.
- Ethics and Professionalism credit may be completed in the traditional live classroom setting; by fully interactive videoconference; or by simultaneous transmission with synchronous interactivity, such as webconference, or teleconference, where questions are allowed during the program.
- Skills credit must be completed in the traditional live classroom setting or by fully interactive videoconference.

Newly admitted lawyers based in offices outside of the United States may fulfill up to 16 of their required 32 credit hours in any approved format. The remaining 16 credit hours must be completed in a format permissible for the category of credit, as described above. In addition, lawyers who clerk for any federal judge or in a court outside New York *at either the beginning or end of a reporting cycle* are exempt from their New York CLE requirements during their clerkship. Their two two-year cycles are combined into a single two-year cycle, and their credit requirement is pro-rated.

Newly admitted lawyers are expected to file their first Lawyer Registration Form within 30 days of their birthday in the second calendar year following their bar admission.

Experienced

Experienced lawyers (after the first two years of admission to the Bar) must complete 24 CLE credit hours during each biennial reporting cycle as follows:

Category of Credit	By lawyer birthday every two years
Ethics and Professionalism	4
Skills, Law Practice Management and/or Areas of Professional Practice	19
Diversity, Inclusion and Elimination of Bias (<i>as of 1/1/2018</i>)	1
TOTAL	24 CLE hours

Experienced lawyers may earn CLE credit by attending courses offered in the traditional live classroom format, or in nontraditional formats such as audiotapes, videoconferences, online, etc., so long as the CLE Board has accredited the provider to offer the course in the particular format, or the course is eligible for credit under New York's Approved Jurisdiction policy.

All Experienced lawyers due to re-register on or after July 1, 2018 (their birthday is on or after July 1) must comply with the new Diversity Inclusion and Elimination of Bias requirement that went into effect on January 1, 2018. Newly Admitted lawyers are not able to earn CLE credit for attending courses that offer this category of credit.

Biennial Registration

Lawyers may pay their dues by check/mail or online through the Unified Court System website at <https://iapps.courts.state.ny.us>. For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through the Unified Court System website.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS PENNSYLVANIA LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

Compliance Groups

Reporting periods are randomly assigned upon admission and are staggered through the year. Consult your [MyPACLE](#) account to verify your compliance period.

Compliance Group 1	Compliance Group 2	Compliance group 3
May 1 through April 30	September 1 through August 31	January 1 through December 31

Newly Admitted Requirement

Newly Admitted lawyers are required to complete an approved Bridge the Gap program as part of their initial CLE requirement. The program offers four (4) hours of ethics credits and are only provide by PA Accredited Providers of CLE. **The program must be completed before your first compliance deadline.**

To register for a course, visit the [Approved Courses](#) page on the PACLE website. You must contact the provider directly to register for the course. Please refer to the Firm's External Learning Policy for approval and reimbursement guidelines.

Regular CLE Requirements

All lawyers admitted in PA must earn at least 12 hours of CLE during each compliance period, as follows:

Category of Credit	By Compliance Deadline
General	10
Ethics	2
TOTAL	12

Up to 24 hours can be carried over to the next two (2) compliance periods.

Earning PA CLE Credit

The PA CLE rules do not allow for any of Cooley's in-house legal training programs to be approved for PA CLE credit. Only Firm-sponsored programs that are "open and advertised to the public" may be eligible for accreditation. Distance learning credit may be earned for attending certain PA accredited programs hosted by the Firm's preferred external learning provider, [PLI](#).

Restrictions

Lawyers are limited to earning 6 hours of "distance learning" per year. Distance learning includes on-demand and live webinars provided by PLI.

Non-Resident Active Deferral

The Board makes available Non-Resident Active Deferral to those lawyers who neither practice law nor reside within the Commonwealth of Pennsylvania. Non-Resident Active Deferral is detailed in ([Regulation Section 6\(e\), "Waivers, Extensions and Deferrals"](#)). To apply for this deferral, log in to your MyPacle account at www.pacle.org. The Non-Resident Deferral must be renewed annually.

Reciprocity

PA does not allow for credit to be earned through reciprocity. If you teach or attend a legally substantive program that has not been approved for PA CLE, a paper application must be filed. The \$25 application fee and any attendance reporting fees are not reimbursable by the Firm.

CLE Compliance Reporting

CLE compliance should be reported on an ongoing basis through your [MyPACLE](#) account.

Annual Registration

Lawyers may pay their dues by check/mail on the Annual Attorney Registration and Billing Statement. The following trust account information should be reported on the annual statement. Please contact TRUSTBANKING@COOLEY.COM in advance to confirm the proper trust account information for any firm-related matters.

For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through your [MyPACLE](#) account.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS VIRGINIA LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

Newly Admitted

Newly Admitted lawyers must complete the [Harry L. Carrico Professionalism Course](#) within 12 months of becoming an active member of the Virginia State Bar and must be completed by attending at a live location designated by the State Bar. The Professionalism Course is approved for 5.0 hours of Ethics CLE credit, which will be counted towards your annual compliance requirement.

You are exempt from the MCLE requirement for the reporting period in you are eligible to be licensed. Any MCLE credit earned after your notification of successfully passing the bar exam and prior to October 31 of that same year can be carried over to the following reporting period.

CLE Requirements

All lawyers admitted in Virginia must earn at least 12 hours of CLE during each compliance period, with at least 4 hours completed through live, interactive programs as follows:

Category of Credit	By October 31 each year
General	10
Ethics and Professionalism	2
TOTAL	12 CLE hours

CLE Completion Deadline: October 31

The CLE reporting period runs from November 1 to October 31 annually. A maximum of 12 hours may be carried over to the next compliance period.

Failure to complete 12 CLE hours including 2 hours in legal ethics or professionalism and 4 hours from live, interactive programs by October 31 will result in a \$100 non-compliance fee. Non-compliance fees are not reimbursable by the Firm.

CLE Reporting Deadline: December 15

Failure to certify the required CLE hours by December 15 will result in a \$100 late filing fee. Late fees are not reimbursable by the Firm.

Annual Registration

Lawyers may pay their dues and certify CLE compliance by check/mail or online through the Virginia State Bar website at <https://member.vsb.org/vsbportal>. For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through the Virginia State Bar website.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)

CLE REQUIREMENTS WASHINGTON LICENSED LAWYERS

Cooley lawyers are required to comply with the Continuing Legal Education (CLE or MCLE) requirements of all jurisdictions in which they maintain active status.

To assist with the tracking of your requirements we utilize a CLE tracking database, CLE Manager, that sends monthly progress reminders and reporting deadline information. To access your CLE records on file, go to the [Links](#) page on Cooleynet and select **My CLE Compliance**. Certificates for attendance at non-Cooley sponsored programs should be sent to MCLECLEMBX@COOLEY.COM to be entered into the system.

CLE Requirements

All lawyers admitted in Washington must earn at least 45 hours of CLE during each compliance period, as follows:

Category of Credit	By December 31
General or Other	24
Law and Legal Procedure	15
Ethics and Professional Responsibility	6
TOTAL	45 CLE hours

A maximum of 15 hours (including 2 Ethics) may be carried over to the next compliance period.

CLE Reporting Deadline: February 1

Non-Cooley sponsored CLE hours must be reported through the [MCLE Online System](#). Failure to report and certify the required CLE hours by February 3 of the third year of your reporting period, will result in a \$150 - \$300 late compliance fee. Late fees are not reimbursable by the Firm.

Annual Registration Deadline: February 1

Lawyers may pay their dues and certify CLE compliance by check/mail or online through the Washington State Bar Association website at <https://www.mywsba.org>. For additional questions regarding the completion of your registration statement, please contact a CLE Compliance Team member below.

Please refer to the latest [Bar Dues Reimbursement Policy](#) for reimbursement guidelines. For questions on bar dues, please contact [Christina Salinas](#).

Change of Address

A change of address or firm contact information should be updated within 30 days through the

Washington State Bar Association website.

Questions or need help? Please contact a CLE Compliance Team member for assistance:

Brandi-Leigh Miller (479-6731), Sisi Li (493-2679) or Lauren Holian (452-8833)