



West Virginia CLE Companion Reporting Instructions

Log into your online portal at www.mywvbar.org.

To submit course credit go to the CLE tab at the top, choose Submit Credit from the dropdown menu. Then select "Non Approved Course."

Fill in the information and be sure to attach both the Course Filing Information and Course Outline. Do NOT just copy and paste a link to the required detailed agenda and brief speaker bios - please attach the actual agenda and bios. Course materials such as PowerPoint slides, hand-outs etc. are not required for approval but may be helpful in determining the qualification for credit. You may attach a certificate of completion if you have one but it does NOT replace the requirement for the detailed agenda and speaker bios. Non-Approved Course applications require a \$20 processing fee to be paid by credit card.

The documents you attached above include CLE Companions contact information. In the rare case the bar has any questions, they will generally reach out to us for clarification.

We are happy to help! Please reach out to our customer care team if you have any questions or require additional assistance. We can be reached by phone at 1-877-670-2520

Email at support@clecompanion.com or Live Chat with us on <https://clecompanion.com>