

## MCLE Reporting Cycle

Two months preceding the birth month	One month immediately preceding the birth month	BIRTH MONTH	1st month following the birth month	2nd month following the birth month	3rd month following the birth month, but before suspension
<p>An <b>ANNUAL VERIFICATION REPORT</b> is sent to all attorneys for the current MCLE compliance year</p>	<p>The MCLE compliance year official ends on the last day of this month. CLE course credits and self-study hours should be complete and reported, if not already listed on the member's MCLE compliance record.</p>	<p>An <b>MCLE REMINDER NOTICE</b> is sent the first day of this month. The birth month is a grace period for completing and reporting CLE hours. To avoid a non-compliance penalty, all CLE hours must be completed and reported (on the MCLE record) by the last day of the birth month.</p>	<p><b>\$100 Penalty</b></p> <p>A <b>NOTICE OF NON-COMPLIANCE</b> is mailed on approximately the 12<sup>th</sup> day of this month. To avoid further penalty all CLE hours must be completed and reported (on the MCLE record) by the last day of this month.</p>	<p><b>\$200 Penalty</b></p> <p>To avoid further penalty, all CLE hours must be completed and reported (on the MCLE record) by the last day of this month.</p>	<p><b>\$300 Penalty</b></p> <p>A <b>FINAL NOTICE OF NON-COMPLIANCE</b> is mailed on approximately the 1<sup>st</sup> day of this month. To avoid further penalty, all CLE hours must be completed and reported by the last day of this month. Suspension processing begins on the first day of the next month.</p>