

**Virginia MCLE Board
Virginia State Bar
707 East Main Street, 15th Floor
Richmond, VA 23219-2800
(804) 775-0577 • Website: <http://www.vsb.org>**

CERTIFICATION OF TEACHING (FORM 3)

Pursuant to Paragraph 17B, C and D of Section IV, Part Six, Rules of the Supreme Court of Virginia. The information provided will be available for inspection by the public under the Freedom of Information Act. Complete all requested information and sign certification.

Contact the Sponsor First for Virginia Approval Information and Form.

When provided, also attach any sponsor generated attendance form. The Virginia certification of attendance and/or Virginia course approval ID# has been provided to the sponsor for all Virginia approved programs.

Member Name: _____ VSB Member Number: _____
Official Address _____
of Record: _____
Daytime Phone (_____) _____
E-Mail Address: _____
City State Zip

Course ID Number:

Sponsor:

Course/Program Title:

CLE (Ethics) Credits: () Ethics

CERTIFICATION

Date(s) of Teaching: _____ Location(s): _____

ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE FOR CREDIT

- My teaching segment was _____ (hrs/mins) of CLE, of which (_____) (hrs/mins) were in Ethics.
- In addition, I attended *other* segments totaling _____ (hrs/mins) of CLE, of which (_____) (hrs/mins) were in Ethics.
- I spent _____ hours preparing for teaching my segment of the course.

NOTE: No more than four (4) hours of preparation credit may be claimed per one hour of instructional time in your presentation, and no more than eight (8) hours total for any one course.

Date

Signature

A materially false statement shall be subject to appropriate disciplinary action.

**MCLE Completion Deadline—October 31
Deadline to Certify Attendance at All MCLE Hours Taken During Compliance Period—December 15
A \$100 fee will be charged for failure to comply with either deadline.**