

Virginia MCLE Board
Virginia State Bar
707 East Main Street, 15th Floor
Richmond, VA 23219-2800
(804) 775-0577 • Fax: (804) 775-0544 • Website: <http://www.vsb.org>

CERTIFICATION OF ATTENDANCE (FORM 2)

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) Attended: _____ Location(s): _____

Delivery method: _____ Live or Group Video _____ *Live Telephone or live Webcast _____ *Videoconference or Satellite
_____ *Internet on-demand _____ *CD-rom _____ Video/DVD _____ Audio/CD _____ Other _____

Setting: _____ Group (with other attendees) _____ * Individual attendance at my location

****Distance Learning Programs Require Attendance Form Verified and Provided by the Course Sponsor when done in an Individual Setting. Video and Audio programs require at least 2 attorneys in attendance***

By my signature below I certify

___ I attended a total of _____ (hrs/mins) of **approved CLE**, of which (_____) (hrs/mins) were in **approved Ethics**.

___ The sessions I am claiming had written instructional materials to cover the subject.

___ I participated in this program in a setting physically suitable to the course.

___ I was given the opportunity to participate in discussions with other attendees and/or the presenter.

___ I have not received credit for this program before. I understand I may not receive credit for any course/segment which is not materially different in substance than a course/segment for which credit has been previously given during the same completion period or the completion period immediately prior.

___ I understand that a materially false statement shall be subject to appropriate disciplinary action.

NOTE: Credit is awarded for actual time in attendance rounded to the nearest half hour.

Date

Signature

You may certify your MCLE attendance online at <http://www.vsb.org>.

MCLE Completion Deadline—October 31

Deadline to Certify MCLE Approved Hours—December 15

A \$100 fee will be charged for failure to comply with either deadline.

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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.**

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BOARD USE ONLY	
Course ID# _____	Letter# _____
CLE hours _____	Decision _____
Ethics hours _____	Decision _____

ATTORNEY APPLICATION FOR CLE COURSE APPROVAL (FORM 4)
MCLE Deadline October 31

1. Applicant: VSB member # _____ Course Sponsor: _____
 Name: _____ Sponsor Representative: _____
 Address: _____ Address: _____

 Daytime phone: (_____) _____ Phone: (_____) _____
 FAX #: (_____) _____ FAX #: _____
 E-mail Address: _____ E-mail Address: _____

2. Title of Program: _____

3. Total CLE hours: _____ including (____) Ethics hours (Only sessions with written materials are approvable)
To qualify for credit Ethics components must be clearly identified on the course schedule and total a minimum of 30 minutes.
A SAMPLE OF THE ETHICS MATERIAL DISTRIBUTED MUST BE ATTACHED.

4. CIRCLE all that apply to this presentation:
TYPE: LIVE *ON-DEMAND
SETTING: Group Setting *Delivered to Individuals In-house **ATTENDANCE:** OPEN CLOSED
DELIVERY METHOD: Speaker in Room *Internet *Telephone/Webcast *CD-Rom Video Audio
 Satellite/Videoconference Other: _____ **See Opinion 16*

5. Date(s): _____
 Location(City & Venue): _____

6. Course Registration Fee: \$ _____ **TARGET AUDIENCE:** CLIENTS _____ ATTORNEYS _____ OTHER _____

7. **REQUIRED ATTACHMENTS: MCLE Board will only consider applications with required attachments.**
a. Program Time Schedule or Agenda (times are required to compute approvable credit hours)
b. Table of Contents AND a sample of materials from each session (2-3 pgs each)

8. Description of materials: **Total pages** _____ Printed _____ Other _____
 Materials are distributed: Before program _____ At program _____ Other _____
I am only requesting credit for sessions which had substantive written materials YES _____ Unknown _____

9. Physical Facilities: Conference room _____ Classroom _____ Theater style _____ Writing surface _____

10. Number of attorneys present or anticipated: _____ (Clients: _____) Number of non-attorneys: _____

11. If the program does not cover a recognized legal topic, attach a statement of how this course relates to your practice.

12. **ATTENDANCE CERTIFICATION:**
 I certify that I attended _____ CLE hours, including (_____) Ethics hours, of the above-named course.

13. **Attorneys MUST FILE A \$50 FEE ONLY WITH IN-HOUSE AUDIO/VIDEO or CD-ROM APPLICATION.**
 Make payable to Treasurer of Virginia.

Signature _____

(VSB Member Applicant)

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

FAX & E-MAIL TRANSMISSIONS NOT ACCEPTED
 Please allow 4 to 6 weeks for board decision on all applications

DEFINITION OF COURSE TYPES AND EXPLANATION OF VIRGINIA CRITERIA FOR APPROVAL

OPEN—Course advertised and open to all attorneys

CLOSED—Course open only to law firm, in-house law department, government agency, or members of a professional organization.

LIVE—Instructor and attendees participate simultaneously

IN-HOUSE—Program offered to attorneys within a firm, corporation or government agency.

GROUP SETTING—Program offered in group of 2 or more attorneys. (Where individual attendees are conferenced into a program you must meet Opinion 16 standards)

TELECONFERENCE, SATELLITE, VIDEOCONFERENCE, OR LIVE WEBCAST—To meet Virginia regulations the course must

- (1) have a means to connect audience with faculty and/or other attendees to allow for live interaction and discussion.
- (2) written materials must be available to participants prior to the broadcast.
- (3) have attendance tracking - See OPINION 16

VIDEO, AUDIO, CD-ROM—To meet Virginia regulations the course must

- (1) have at least 2 attorney participants (not restricted to only VA attorneys)
- (2) be conducted in an educational setting (conference room)
- (3) have written materials provided to each participant prior to the presentation.

INTERNET, CD-ROM ON-DEMAND programming—(SELF-STUDY NOT APPROVABLE.)

To meet Virginia regulations the course must

- (1) be in audio or audio/video format. Text based courses are not approvable
- (2) allow the participant to interact with the presenter and/or other attendees
- (3) have written materials available to participants for reference during and subsequent to program
- (4) have attendance tracking—See OPINION 16

INSTRUCTIONS FOR COMPLETING ATTORNEY APPLICATION FOR CLE APPROVAL (FORM 4) MCLE DEADLINE—October 31

1. Complete attorney information on left hand side. Complete identifying sponsor information on right hand side of application.
2. Give Title of Program
3. **Total CLE hours** are the number of 60 minute hours of course presentation excluding introductory remarks, breaks, meals, closing remarks. **ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE.** Keynote, mealtime speakers, judicial presentations or roundtable discussions are considered for CLE credit only when written handout materials are provided to appropriately cover the topic.
Total Ethics hours are the number of 60 minute hours devoted to Ethics as it applies to Attorneys. Ethics relating to other professions, government employees, business professionals or general ethics are not approvable for Ethics credit. The Ethics time segment must be clearly defined on the course schedule and be accompanied by specific ethics materials. A sample of the ethics material must be included with this application. (See Opinion #13 for approvable ethics topics)
4. Indicate type of course, setting and delivery method specific to your application. Presentations resulting from the rental or purchase of video or audio programs require 2 or more attorneys in attendance and accompanied by appropriate written instructional materials. **Please contact the MCLE office for special instructions and forms.**
5. Give all dates and locations. The MCLE completion period is November 1–October 31. Courses are approved for the compliance period they are presented and **must be reported during that period.**
6. Enter the price you paid for course attendance. Target audience: Courses must be directed primarily to attorneys and address a legal topic to be approved. Special approval is given for non-legal courses if pertinent to the attorney's practice. (See #11 below)
7. **Warning!** Application must include the following:
 - a. Program time schedule or agenda (TIMES ARE NEEDED TO COMPUTE APPROVABLE CREDIT HOURS)
 - b. Table of contents, if available **AND** a sample of the written material for each session (2–3 pages) distributed to the attendees at the program. Ethics materials must be submitted to receive ethics credit. (See Opinion #14 on Written Materials) The MCLE Board reserves the right to request a complete set of materials.
 - d. Applicable fees for in-house audio/video or CD-Rom program.
8. **Description of materials**—Give approximate total pages and check type of materials and when distributed. **ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE**
9. Physical Facilities—select applicable type.
10. Enter approximate number of attorneys and non-attorneys present or anticipated.
11. Attach a statement of how a non-legal course relates to your practice if applicable.
12. Complete certification of attendance. For teaching credit please use the Form #3 Certification of Teaching.
13. In-house Video, Audio or CD-Rom programs require a \$50 Application fee. Make payable to Treasurer of Virginia.