

**Virginia MCLE Board  
Virginia State Bar  
707 East Main Street, 15th Floor  
Richmond, VA 23219-2800  
(804) 775-0577 • Web site: 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.**