

# Virginia MCLE Board

## CERTIFICATION OF TEACHING (FORM 3)

MCLE requirement pursuant to Paragraph 17, of Section IV, Part Six, Rules of the Supreme Court of Virginia and the MCLE Board Regulations.

### INSTRUCTIONS

**E-mail this form to [mymcle@vsb.org](mailto:mymcle@vsb.org)**

Complete this Certification to include both Teaching and Attendance hours. Retain copy for two years.

MCLE Completion Deadline - October 31.

MCLE Reporting Deadline - December 15.

Subsequent Late Reporting Deadline - February 1.

A \$100 fee will be assessed for failure to comply with each deadline.

**Member Name:** \_\_\_\_\_ **VSB Member Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_  
\_\_\_\_\_ **E-mail Address:** \_\_\_\_\_  
\_\_\_\_\_

**City**                      **State**    **Zip**

Course ID Number: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Course/Program Title: \_\_\_\_\_

CLE (Ethics) Credits: \_\_\_\_\_ (\_\_\_\_\_)

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.
- 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. Total credit is awarded for actual time spent teaching, attendance and preparation rounded to the nearest half-hour. (Example: 1hr 15min = 1.5hr).
- A materially false statement shall be subject to appropriate disciplinary action.

\* NOTE: A maximum of 8.0 hours from pre-recorded courses may be applied to meet your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Questions?** Contact the MCLE Department at (804) 775-0577 or E-mail questions to [mcle@vsb.org](mailto:mcle@vsb.org)

If not e-mailed, this form may be mailed to  
Virginia MCLE Board  
Virginia State Bar  
1111 East Main Street, Suite 700  
Richmond, VA 23219-0026  
Web site: [www.vsb.org](http://www.vsb.org)