

Virginia MCLE Board
Virginia State Bar
1111 East Main Street, Suite 700
Richmond, VA 23219-0026
(804) 775-0577

CERTIFICATION OF TEACHING (FORM 3)

Pursuant to Paragraph 17B, C and D of Section IV, Part Six, Rules of Virginia Supreme Court and MCLE Regulations. 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. *The Virginia certification of teaching and Virginia course ID has been provided to the sponsor for all Virginia programs approved for teaching.*

E-mail this form to mymcle@vsb.org

Member Name: _____ **VSB Member Number:** _____
Address: _____ **Daytime Phone:** _____

E-mail Address: _____

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

Course ID Number: _____

Sponsor: _____

Course/Program Title: _____

Credits: _____ CLE (_____) Ethics _____ Well-being

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

ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE FOR CREDIT

- My teaching segment was _____ (hrs/mins) of approved CLE of which (_____) (hrs/mins) were in approved Ethics and _____ were in approved Well-being.
- In addition, I attended *other* segments totaling _____ (hrs/mins) of approved CLE of which (_____) (hrs/mins) were in approved Ethics and _____ were in approved Well-being.
- 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

MCLE Completion Deadline – October 31
Deadline to Certify MCLE Approved Hours – December 15
Subsequent Late Reporting Deadline – February 1
A \$100 fee will be charged for failure to comply with each deadline.