

# Virginia Bar CLE Forms

# Virginia MCLE Board

## CERTIFICATION OF ATTENDANCE (FORM 2)

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

### INSTRUCTIONS

**Certify Your Attendance Online at [www.vsb.org](http://www.vsb.org) see Member Login**

Complete this Certification. Retain for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

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

Member Name: \_\_\_\_\_ VSB Member Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course ID Number: NCC2126

Sponsor: Corporate Counsel Women of Color

Course/Program Title: CCWC and K&L Gates LLP 12th Annual Career Strategies Conference

Live Interactive \*

Date Completed: \_\_\_\_\_ Location: \_\_\_\_\_

By my signature below I certify

- \_\_\_\_\_ I attended a total of \_\_\_\_\_ (hrs/mins) of approved CLE, of which (\_\_\_\_\_) (hrs/mins) were in approved Ethics.  
Credit is awarded for actual time in attendance (0.5 hr. minimum) rounded to the nearest half hour. (Example: 1hr 15min = 1.5hr)  
\_\_\_\_\_ 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 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: 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 certified online, this form may be mailed

Virginia MCLE Board

Virginia State Bar

1111 East Main Street, Suite 700

Richmond, VA 23219-3565

Web site: [www.vsb.org](http://www.vsb.org)

[Office Use Only: Live]

# 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)**

**Follow Form 1 Instructions after 10/31 Compliance Deadline**

Complete this Certification to Include Both Teaching and Attendance hours. Retain copy for two years.

MCLE Compliance Deadline - October 31. MCLE Reporting Deadline - December 15.

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

Member Name: \_\_\_\_\_ VSB Member Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

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

Sponsor: Corporate Counsel Women of Color

Course/Program Title: CCWC and K&L Gates LLP 12th Annual Career Strategies Conference

Live Interactive \*

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)

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