Virginia MCLE Board

Certification of Teaching (Form 3)

Email this form to mymcle@vsb.org

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

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 ID#:** _____

Address: _____ **Phone:** _____

_____

_____ **Email:** _____

City **State** **Zip**

Course ID: INKK004

Sponsor: George Mason American Inn of Court

Title: Negotiations and the Duties of an Attorney

Credits:

1.0	1.0	0.0
CLE	**(Ethics)**	**Well-being**

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

Only sessions with written instructional materials are approvable for credit.

1. My teaching segment was ____ (hrs/mins) of CLE of which (_____) (hrs/mins) were approved Ethics and _____ (hrs/mins) were approved Well-being.
2. In addition, I attended other segments totaling _____ (hrs/mins) of CLE of which (_____) were approved Ethics and _____ (hrs/mins) were approved Well-being.
3. I spent _____ (hrs/mins) preparing for teaching my segment of the course.
   Up to four (4) hours of preparation credit may be claimed per one hour of instructional time, and no more than eight (8) hours total for any one course. Total credit is awarded for actual time spent teaching, attending, and preparing rounded to the nearest half hour. (Example: 1hr 15 min = 1.5 CLE hr.)
4. 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 your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

_____ _____

Date **Signature**

This form may be mailed to:
Virginia MCLE Board
Virginia State Bar
1111 East Main Street, Suite 700
Richmond, VA 23219-0026
(804) 775-0577 / MCLE@vsb.org

Course Type: Live

Delivery Method: Speaker in Room