

**Virginia MCLE Board**  
Certification of Teaching (Form 3)  
Email your completed form to [MyMCLE@vsb.org](mailto:MyMCLE@vsb.org).

Name: \_\_\_\_\_ VSB ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

<b>City</b>	<b>State</b>	<b>Zip</b>
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**Course ID:** INMM003  
**Sponsor:** George Mason American Inn of Court  
**Title:** Representing Incapacitated Clients  
**Type:** Live  
**Format:** Speaker in Room  
**Credits:** 1.00      0.00      0.00  
**CLE**      **(Ethics)**      **Well-being**

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**Credit Certification**

- Complete lines 1 and 3 if you are only claiming teaching credit. Leave line 2 blank.
- To claim teaching and attendance credits, enter the time spent teaching in line 1, time as an attendee (do not include your teaching segment) in line 2, and the amount of preparation credit in line 3.
- Up to four (4) hours of preparation credit can be claimed per one hour of teaching. Multiply the total minutes taught by '4' to determine the maximum preparation credit you can receive for your teaching segment. A maximum of eight (8) hours can be claimed for one course.
- The total credit that will be added to your record will be the sum of the three lines, rounded to the nearest half hour.

**Date completed:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Do not leave blank or form will not be processed.**

1. My teaching segment was \_\_\_\_\_ (hrs/mins) of CLE which included (\_\_\_\_\_) (hrs/mins) of approved Ethics and \_\_\_\_\_ (hrs/mins) of approved Well-being.
2. I also attended other segments totaling \_\_\_\_\_ (hrs/mins) of CLE which included (\_\_\_\_\_) (hrs/mins) of approved Ethics and \_\_\_\_\_ (hrs/mins) of approved Well-being.
3. I am claiming \_\_\_\_\_ (hrs/mins) of preparation credit.
4. I understand that a materially false statement shall be subject to appropriate disciplinary action.

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

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

MCLE requirement: Paragraph 17, Section IV, Part Six of the Rules of the Supreme Court of Virginia and MCLE Board Regulations.  
Completion deadline: October 31. Reporting deadline: December 15. Fees are assessed for failure to comply with MCLE deadlines.