

**Virginia MCLE Board**  
**Virginia State Bar**  
**707 East Main Street, 15th Floor**  
**Richmond, VA 23219-2800**  
**Phone: (804) 775-0577 Fax: (804) 775-0544**  
**Web site: www.vsb.org**

**CERTIFICATION OF TEACHING (FORM 3)**

To ensure proper credit, pursuant to Paragraph 17B, C and D of Section IV, Part Six, Rules of the Supreme Court of Virginia, please list your bar ID number and print full name and address.

The information provided will be available for inspection by the public under the Freedom of Information Act.

Member Name: \_\_\_\_\_ VSB Member Number: \_\_\_\_\_

Official Address  
of Record: \_\_\_\_\_

Daytime Phone(\_\_\_\_\_) \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course ID Number: NX0617

Sponsor: Community Assoc Inst

Course/Program Title: CAI's 31st Annual Community Association Law Seminar

CLE (Ethics) Credits: 17.0 (1.5)

**CERTIFICATION**

Date(s) of Teaching: \_\_\_\_\_ Location(s): \_\_\_\_\_

- 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. (Calculated: 4 times the minutes of the presentation segment)

**ONLY SESSIONS WITH WRITTEN INSTRUCTIONAL MATERIALS ARE APPROVABLE FOR CREDIT**

**NOTE: No more than four (4) hours of preparation credit may be claimed per one hour segment, and no more than eight (8) hours total for any one course.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

A materially false statement shall be subject to appropriate disciplinary action.

**MCLE Completion Deadline - October 31**

**Deadline to Certify Attendance at All MCLE Hours Taken During Compliance Period - December 15**

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

Fax transmissions are subject to receipt by the MCLE office of complete and legible forms.