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

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: ______________________________________

__________________________________________________________________________________________

City ____________________ State _______ Zip ________

Daytime Phone: ________________________________ E-mail Address: ________________________________

Course ID Number: NDD0868

Sponsor: Community Associations Institute

Course/Program Title: CAIs 37th Annual Community Association Law Seminar

Live Interactive * CLE Credits (Ethics Credits): 12.0 (3.0)

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

If not e-mailed, this form may be mailed to:
Virginia MCLE Board
Virginia State Bar
1111 East Main Street, Suite 700
Richmond, VA 23219-0026
Web site: www.vsb.org

[Office Use Only: Live]