

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 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: _____ **VSF Member Number:** _____
Address: _____ **Daytime Phone:** _____
_____ **E-mail Address:** _____
_____ **City** **State** **Zip**

Course ID Number: ODF001

Sponsor: Old Dominion Bar Association

Course/Program Title: Ethics Seminar

Live Interactive * **CLE Credits (Ethics Credits):** 2.0 (2.0)

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

If not certified online, this form may be mailed

Virginia MCLE Board
Virginia State Bar
1111 East Main Street, Suite 700
Richmond, VA 23219-0026
Web site: www.vsb.org