



## **Application for Professional Designation as Practice-Area Qualified Counselor or Qualified Master Counselor by the Virginia Law Foundation / Virginia CLE®**

### **PROFESSIONAL DESIGNATION PRACTICE AREAS**

**Bankruptcy Practice | Divorce and Family Law Practice | Real Estate Law Practice  
Trial Practice / Litigation | Trusts and Estates Practice**

### **GENERAL OVERVIEW AND INSTRUCTIONS**

Please review the Designation Criteria at the end of this application. If you believe you qualify, please complete this application and return it to [designations@vacle.org](mailto:designations@vacle.org) or mail to Tanya Morris, Virginia CLE® Designations Project Manager, 105 Whitewood Road, Charlottesville, VA 22901.

Please contact us at [designations@vacle.org](mailto:designations@vacle.org) for a summary of the Virginia CLE® programs you have attended or taught in the past three years, including number of credits and practice areas. **You are required to include this seminar attendance/teaching documentation with your application.**

You will be required to provide letters attesting to your practice ability from three people who practice in your practice area(s). Please have those people writing these letters email them to [designations@vacle.org](mailto:designations@vacle.org) well in advance of the designated review deadlines. If you are applying for multiple practice areas, please submit three separate letters per each practice area, unless a letter addresses each of your selected practice areas. No letters of recommendations from judges, county, attorneys or other public officers will be accepted.

You will also be required to submit a resume/cv with your application. This document will only be used for the committee's review process and no information from your resume/cv will be shared publicly.

The CLE Committee of the Virginia Law Foundation will review completed applications twice a year—application deadlines are June 30 for the first review period and December 31 for the second review period. Designations will be reviewed by the Virginia Law Foundation CLE Committee and awards made final soon thereafter. Successful applicants will be notified within a week after final approval.

Your Virginia Law Foundation/Virginia CLE® professional designation will be effective for three years from the date it is awarded and can be renewed every three years by following this process or process as revised at time of application.

Upon successfully being designated as a Qualified Counselor or Qualified Master Counselor in one or more practice areas, you will receive a special digital emblem that can be placed on any electronic communication you wish, along with a certificate of designation suitable for framing.

## APPLICANT CONTACT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Virginia State Bar Number: \_\_\_\_\_

## APPLICANT QUALIFICATIONS

1. Which designation are you applying for:     Qualified Counselor     Qualified Master Counselor

2. Please check the practice area(s) for which you are applying, state how many years you have practiced in the area(s), and approximate your percentage of time practicing in the area(s) over the past three years:

<input type="checkbox"/> <b>Bankruptcy Practice</b>	Number of years:	Percentage of time:
<input type="checkbox"/> <b>Divorce and Family Law Practice</b>	Number of years:	Percentage of time:
<input type="checkbox"/> <b>Real Estate Law Practice</b>	Number of years:	Percentage of time:
<input type="checkbox"/> <b>Trial Practice/Litigation</b>	Number of years:	Percentage of time:
<input type="checkbox"/> <b>Trusts and Estates Practice</b>	Number of years:	Percentage of time:

3. How many topical Virginia CLE® credits have you received (by attending programs or teaching) in the area(s) for which you are applying over the past 36 months from the date of this application?

<input type="checkbox"/> <b>Bankruptcy Practice</b>	Number of topical credits: _____
<input type="checkbox"/> <b>Divorce and Family Law Practice</b>	Number of topical credits: _____
<input type="checkbox"/> <b>Real Estate Law Practice</b>	Number of topical credits: _____
<input type="checkbox"/> <b>Trial Practice/Litigation</b>	Number of topical credits: _____
<input type="checkbox"/> <b>Trusts and Estates Practice</b>	Number of topical credits: _____

4. How many Virginia CLE® Ethics and/or Wellness credits have you received (by attending programs or teaching) over the past 36 months from the date of this application? \_\_\_\_\_

5. Are you an active member in good standing with the Virginia State Bar?     Yes     No

6. Have you ever been the subject of any public or private discipline from the Virginia State Bar or any other Bar?     Yes     No

## DESIGNATION CRITERIA

### CRITERIA FOR DESIGNATION AS QUALIFIED COUNSELOR

- Has continuously practiced for at least 8 years in practice area
- Spends at least 25% of time practicing in this area
- Has taken or taught at least 24 Virginia CLE® subject matter credits over the preceding three-year period in designation practice area(s), and 6 Virginia CLE® general Ethics and/or Wellness credits, for each designation sought – Virginia CLE® teaching credits can be substituted at 4 hours of credit for every hour taught
- Detailed letters from three peer practitioners, not working at the same firm, certifying that the applicant has practiced in the area for at least 8 years, that they have participated in cases with the applicant, that the applicant has demonstrated a high level of both skill and professionalism during the course of these cases (specific examples are helpful but not required), and the applicant's overall reputation for outstanding and professional practice
- The applicant must be an active member in good standing and must not have any public or private discipline

### CRITERIA FOR DESIGNATION AS QUALIFIED MASTER COUNSELOR

- Has continuously practiced for at least 12 years in practice area
- Spends at least 25% of time practicing in this area
- Has taken or taught at least 30 Virginia CLE® subject matter credits over the preceding three-year period in designation practice area(s), and 6 Virginia CLE® general Ethics and/or Wellness credits, for each designation sought – Virginia CLE® teaching credits can be substituted where 4 hours of credit for every hour taught
- Detailed letters from three peer practitioners, not working at the same firm, certifying that the applicant has practiced in this area for at least 12 years, that they have participated in cases with the applicant, that the applicant has demonstrated a high level of both skill and professionalism during the course of these cases (specific examples are helpful but not required), and the applicant's overall reputation for outstanding and professional practice
- The applicant must be an active member in good standing and must not have any public or private discipline



**VIRGINIA CLE®:** Continuing Legal Education by the Virginia Law Foundation

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