

# Virginia MCLE Board

## Certification of Attendance (Form 2)

Certify your attendance online at [www.vsb.org](http://www.vsb.org)

MCLE requirement pursuant to Paragraph 17, Section IV, Part Six, Rules of Virginia Supreme Court and MCLE Board Regulations

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 ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**City**                      **State**                      **Zip**                      **Email:** \_\_\_\_\_

**Course ID:** VCLL \_\_\_\_\_ (complete Course ID # will be given at the conclusion of the seminar)

**Sponsor:** Virginia CLE

**Title:** Practical Advice: Estate Administration Tips and Pitfalls to Avoid

**Credits:** 2.0                      0.0                      0.0  
CLE                      (Ethics)                      Well-being

**Date Completed:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
To be completed by sponsor for distance learning programs.

### By my signature below I certify:

\_\_\_\_ I attended a total of \_\_\_\_\_ (hrs/mins) of approved CLE of which (\_\_\_\_\_) (hrs/mins) were approved Ethics and \_\_\_\_\_ (hrs/mins) were approved Well-being.

\_\_\_\_ Credit is awarded for actual time in attendance (0.5 hr. min) rounded to the nearest half hour. (1hr 15 min = 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 your yearly MCLE requirement. Minimum of 4.0 hours from live interactive courses required.

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

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

This form may be mailed to:  
Virginia MCLE Board  
Virginia State Bar  
1111 East Main Street, Suite 700  
Richmond, VA 23219-0026  
(804) 775-0577 / [MCLE@vsb.org](mailto:MCLE@vsb.org)

**Course Type:** Live                      **Delivery Method:** Telephone