

# Virginia MCLE Board

## CERTIFICATION OF ATTENDANCE (FORM 2D)

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

Certify Your Attendance Online at [www.vsb.org](http://www.vsb.org)

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: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

\_\_\_\_\_

City State Zip

Course ID Number: NII0685

Sponsor: IWIRC

Course/Program Title: Women at the Forefront of International Insolvency Symposium

Live Interactive \* Approved CLE Credits (Ethics Credits): 6.5 (0.0)

Date/time Completed: \_\_\_\_\_

Location: Distance Learning

To Be Completed by Sponsor

### 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

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  
[www.vsb.org](http://www.vsb.org)

# 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.

Email this form to [mymcle@vsb.org](mailto:mymcle@vsb.org)

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: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Course ID Number: NII0685

Sponsor: IWIRC

Course/Program Title: Women at the Forefront of International Insolvency Symposium

Live Interactive \* CLE Credits (Ethics Credits): 6.5 (0.0)

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

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Richmond, VA 23219-0026  
(804) 775-0577  
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[Office Use Only: Videoconference/Satellite]