

**Virginia MCLE Board**  
**Virginia State Bar**  
**707 East Main Street, 15th Floor**  
**Richmond, VA 23219-2800**  
**(804) 775-0577 • (804) 775-0544 • Web site: www.vsb.org**

**CERTIFICATION OF ATTENDANCE (FORM 2)**

Pursuant to Paragraph 17B, C and D of Section IV, Part Six, Rules of the Supreme Court of Virginia. The information provided will be available for inspection by the public under the Freedom of Information Act. Complete all requested information and sign certification.

**Contact the Sponsor First for Virginia Approval Information and Form.**

*When provided, also attach any sponsor generated attendance form. The Virginia certification of attendance and/or Virginia course approval ID# has been provided to the sponsor for all Virginia approved programs.*

Member Name: \_\_\_\_\_ VSB Member Number: \_\_\_\_\_  
Official Address of Record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip Daytime Phone (\_\_\_\_\_) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Course ID Number:

Sponsor:

Course/Program Title:

CLE (Ethics) Credits: ( ) Ethics

**CERTIFICATION**

Date(s) Attended: \_\_\_\_\_ Location(s): \_\_\_\_\_

**Delivery method:** \_\_\_\_\_ Live or Group Video \_\_\_\_\_ \*Live Telephone or live Webcast \_\_\_\_\_ \*Videoconference or Satellite  
\_\_\_\_\_ \* Internet on-demand \_\_\_\_\_ \*CD-rom \_\_\_\_\_ ♦ Video/DVD \_\_\_\_\_ ♦ Audio/CD \_\_\_\_\_ Other \_\_\_\_\_

**Setting:** \_\_\_\_\_ Group (with other attendees) \_\_\_\_\_ \* Individual attendance at my location

*\*Distance Learning Programs Require Attendance Form Verified and Provided by the Course Sponsor when done in an Individual Setting.  
♦Video and Audio programs require at least 2 attorneys in attendance*

By my signature below I certify

- \_\_\_\_\_ I attended a total of \_\_\_\_\_ (hrs/mins) of **approved CLE**, of which ( \_\_\_\_\_ ) (hrs/mins) were in **approved Ethics**.
- \_\_\_\_\_ 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 and a suitable writing surface was available.
- \_\_\_\_\_ 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: Credit is awarded for actual time in attendance rounded to the nearest half hour.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**You may certify your MCLE attendance online at [www.vsb.org](http://www.vsb.org)**

**MCLE Completion Deadline - October 31**  
**Deadline to Certify MCLE Approved Hours - December 15**  
A \$100 fee will be charged for failure to comply with either deadline