

# Virginia MCLE Board

## Certification of Attendance (Form 2)

Report attendance online at [www.vsb.org](http://www.vsb.org). Keep this form for your records.

Name: \_\_\_\_\_ VSB ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Course ID: JMM4178  
Sponsor: Kaplan Kirsch LLP  
Title: 41st Annual Airport Law Workshop  
Type: Live  
Format: Speaker in Room  
Credits: 19.00 1.00 0.00  
CLE (Ethics) Well-being

### Credit Certification

Date completed: \_\_\_\_\_ Location: \_\_\_\_\_  
Do not leave blank or form will not be processed.

**By my signature below I certify:**

1. I attended a total of \_\_\_\_\_ (hrs/mins) of approved CLE of which (\_\_\_\_\_) (hrs/mins) were approved Ethics and \_\_\_\_\_ (hrs/mins) were approved Well-being. (Claim credit for actual time in attendance. Round to the nearest half hour. E.g. 75 min=1.5 CLE hours.)
2. The sessions for which I am claiming credit had written instructional materials to cover the subject matter.
3. I participated in this program in a setting physically suitable for the course.
4. I was given the opportunity to interact with the presenter (in real time if the program was live or by some other means if the program was pre-recorded).
5. I understand I may not claim credit for any course/segment for which credit has already been claimed in the current or preceding CLE periods.
6. I understand that a materially false statement shall be subject to appropriate disciplinary action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

MCLE requirement: Paragraph 17, Section IV, Part Six of the Rules of the Supreme Court of Virginia and MCLE Board Regulations.  
Completion deadline: October 31. Reporting deadline: December 15. Fees are assessed for failure to comply with MCLE deadlines.

**Virginia MCLE Board**  
Certification of Teaching (Form 3)  
Email your completed form to [MyMCLE@vsb.org](mailto:MyMCLE@vsb.org).

Name: \_\_\_\_\_ VSB ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

Course ID: JMM4178  
Sponsor: Kaplan Kirsch LLP  
Title: 41st Annual Airport Law Workshop  
Type: Live  
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Credits: 19.00 1.00 0.00  
CLE (Ethics) Well-being

**Credit Certification**

- Complete lines 1 and 3 if you are only claiming teaching credit. Leave line 2 blank.
- To claim teaching and attendance credits, enter the time spent teaching in line 1, time as an attendee (do not include your teaching segment) in line 2, and the amount of preparation credit in line 3.
- Up to four (4) hours of preparation credit can be claimed per one hour of teaching. Multiply the total minutes taught by '4' to determine the maximum preparation credit you can receive for your teaching segment. A maximum of eight (8) hours can be claimed for one course.
- The total credit that will be added to your record will be the sum of the three lines, rounded to the nearest half hour.

Date completed: \_\_\_\_\_ Location: \_\_\_\_\_  
**Do not leave blank or form will not be processed.**

1. My teaching segment was \_\_\_\_\_ (hrs/mins) of CLE which included (\_\_\_\_\_) (hrs/mins) of approved Ethics and \_\_\_\_\_ (hrs/mins) of approved Well-being.
2. I also attended other segments totaling \_\_\_\_\_ (hrs/mins) of CLE which included (\_\_\_\_\_) (hrs/mins) of approved Ethics and \_\_\_\_\_ (hrs/mins) of approved Well-being.
3. I am claiming \_\_\_\_\_ (hrs/mins) of preparation credit.
4. I understand that a materially false statement shall be subject to appropriate disciplinary action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

MCLE requirement: Paragraph 17, Section IV, Part Six of the Rules of the Supreme Court of Virginia and MCLE Board Regulations.  
Completion deadline: October 31. Reporting deadline: December 15. Fees are assessed for failure to comply with MCLE deadlines.