**Virginia Mandatory Continuing Legal Education**

**Virginia State Bar**

**1111 East Main Street, Suite 700**

**Richmond, VA 23219-0026**

**(804) 775-0577**

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

February 22, 2022

Sonia Carey

Hampton Roads Estate Planning Council

c/o Hook Law Center

Legal Power for Seniors

295 Bendix Rd Ste 170

Virginia Beach, VA 23452

RE: TEJJ002

Dear Ms. Carey:

The course titled “Fundamentals of Pooled Special Needs Trusts and the Disbursement Process” has been approved for 1.0 credit hours including (0.0) credit hours for Ethics by the Virginia Mandatory Continuing Legal Education Board.

Accreditation of this program is approved through October 31, 2022. Enclosed is the applicable certification form for your course. Please provide this form to the attendee once attendance has been verified by you. Virginia attorneys may now certify their attendance at our website upon receipt of this form and the course ID# may not be provided without it.

Any recording of this program for future presentation by any delivery means requires a separate application.

Please contact the MCLE Department if you have any questions.

Sincerely,

Lauren Langley

Deputy Director Regulatory Compliance

**Virginia MCLE Board**

**CERTIFICATION OF ATTENDANCE (FORM 2D)**

MCLE requirementpursuant 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: TEJJ002**

 **Sponsor: Hampton Roads Estate Planning Council**

 **Course/Program Title: Fundamentals of Pooled Special Needs Trusts and the Disbursement Process: S**

 **Live Interactive \* Approved CLE Credits (Ethics Credits): 1.0 (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)

[Office Use Only: Videoconference/Satellite]

**Virginia MCLE Board**

**CERTIFICATION OF TEACHING (FORM 3)**

MCLE requirementpursuant 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

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: TEJJ002**

 **Sponsor: Hampton Roads Estate Planning Council**

 **Course/Program Title: Fundamentals of Pooled Special Needs Trusts and the Disbursement Process: S**

 **Live Interactive \* CLE Credits (Ethics Credits): 1.0 (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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