MCLE Course Decision: NPP0108 ITAR Controls Seminar



Dear Sponsor Representative,

The course titled ITAR Controls Seminar, NPP0108, has been approved for 13.50 credit hours including 0.00 credit hours for Ethics and 0.00 credit hours for Well-being by the Virginia Mandatory Continuing Legal Education Board.

Accreditation of this program is approved through 10/31/2027.

The certifications of attendance and teaching (when applicable) must be made available to Virginia attorneys once you have verified their attendance. **Do not provide the course ID number in lieu of distributing these forms**. Attorneys should report their attendance online at www.vsb.org.

To access these forms:

1. Log into your account at www.vsb.org and navigate to your organization's home page. Contact the MCLE department if you need assistance creating an account.

2. From the home page, select the **Courses** tab at the right. Click on the ID of this course then on the **Documents** tab at the right. The appropriate form(s) for this course will display.

3. **Download and distribute to attendees**.

Reply to this notice or email MCLE@vsb.org if you have any questions.

Sincerely,

DaVida Davis
Director of Regulatory Compliance

This email is a service of the Virginia State Bar. Update your communication preferences through your member area.

Read the VSB digital privacy policy.

Virginia State Bar | 1111 E. Main Street, Suite 700, Richmond, VA 23219



Virginia MCLE Board

Certification of Attendance (Form 2)

Report attendance online at www.vsb.org. Keep this form for your records.

Name: _____ **VSB ID#:** _____

Address: _____ **Phone:** _____

_____ **Email:** _____

_____

City **State** **Zip**

Course ID: NPP0108

Sponsor: Export Compliance Training Institute

Title: ITAR Controls Seminar

Type: Live

Format: Speaker in Room

Credits:	13.50	0.00	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 | Virginia State Bar | 1111 East Main Street, Suite 700 | Richmond, VA 23219-0026
(804) 775-0577 | MCLE@vsb.org

Virginia MCLE Board

Certification of Teaching (Form 3)

Email your completed form to MyMCLE@vsb.org.

Name: _____ **VSB ID#:** _____

Address: _____ **Phone:** _____

_____ **Email:** _____

_____

City **State** **Zip**

Course ID: NPP0108

Sponsor: Export Compliance Training Institute

Title: ITAR Controls Seminar

Type: Live

Format: Speaker in Room

Credits:

13.50	0.00	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.

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