

How to Submit Your Certificate of Completion to the Office of General Counsel

Once you have watched the course, locate your “Certificate of Completion” and:

- enter the **CLE Course Number**,
 - the Course Number can be found in one of the modules,
 - you will need the course number to certify completion
- enter your VA Accreditation #, address, and phone number VA has on file,
- enter your new address and/or phone number if applicable,
- sign and date the completed certificate,
- make a copy of the certificate for your records,
- consider making a cover letter to include with your certificate, then
- submit the completed certificate with the board member’s signature. You may,
 - scan and e-mail to ogcaccreditationmailbox@va.gov, **OR**
 - fax to (202) 495-5457, **OR**
 - mail the certificate to:

Ms. Christa A. Shriber (022D)
Deputy Assistant General Counsel
Office of the General Counsel
Department of Veterans Affairs
810 Vermont Avenue NW
Washington, DC 20420

We hope you enjoyed the course. Thank you for your purchase!



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