

The Board is issuing this guidance document in order to interpret and implement the requirements of § 54.1-2105.03.A.3 of the *Code of Virginia* as a means of providing information or guidance of general applicability to the public:

To ensure that the Board's broker and salesperson licensees meet the requirement to certify compliance with continuing education and post license education correspondence and other distance learning instruction courses pursuant to § 54.1-2105.03.A.3 of the *Code of Virginia* , the Board requires every licensee who completes a Board-approved correspondence or other distance learning instruction course to file a notarized affidavit. This notarized affidavit may be filed with the Board-approved education provider or with the licensee's own records.