



ACCREDITED CLE PROVIDER REQUIREMENTS

Accredited CLE Providers are responsible for complying with the Illinois Supreme Court Rules 790-798. CLE courses must be presented in accordance with Rule 795(a) and MCLE credit must be issued in compliance with Rule 795(e).

As an Illinois Accredited CLE Provider, all of your CLE courses offered throughout your annual accreditation period, regardless of location, are accredited. This status comes with certain responsibilities that are summarized below. Please keep this list available as a reference.

- **Professionalism credit.** Courses or activities in the area of professional responsibility must be substantively approved by the Commission on Professionalism (the "Commission"). Professional responsibility includes professionalism, diversity, mental illness or addiction issues, civility, or legal ethics. Rule 794(d).
- **NEW Procedure! Effective July 13, 2010.** All providers requesting professional responsibility credit, must enter their courses into PCAM (the MCLE Board's online Provider Course Accreditation Management program). The accreditation decision on both general MCLE credits and professional responsibility credit are posted on PCAM and sent by email to the provider's contact person.
- The Commission contacts providers directly about submissions. For more information about professional responsibility credits, visit the Commission's web site, www.ilscpc.org, or contact Donna Crawford, Education Director of the Commission, at donna.crawford@ilscpc.org.
- **NEW Requirement! Quarterly Attendance Reporting: Effective July 13, 2010,** Attorney attendance must be reported for all courses (and paid if you charged attorneys to attend your courses), by the 15th day following each quarter.
- **Attendance lists** with attorney names and ARDC Registration Number (need to be maintained for 3 years). Rule 795(a)(8). (See Sample Form 3.)
- **Attendance certificates for all attorneys who request Illinois MCLE credit.** Rule 795(a)(8). (See Sample Form 4.)
- **Teaching certificate to attorney presenters who request Illinois MCLE credit.** Rule 795(d)(5) and (6). (See Sample Form 10a and 10b.)
- **Course Materials.** The MCLE Board and staff assume that Accredited CLE Providers own or have obtained all necessary rights and permissions to use its courses' content (including written permissions).
- **Course Evaluations.** Participants need the opportunity to complete evaluation questionnaires addressing each CLE course's content, instruction and written materials. The Provider must keep the evaluations for at least three years after the course was held.
- **NEW Procedure! Annual Report, PCAM.** Due annually on July 31 or January 31 after the end of the 12-month accreditation period selected by the provider. Each Accredited CLE Provider must complete an Annual Report in PCAM.
- **Annual Fee.** Due annually on January 31 (for providers who selected January 1 as the start date for its accreditation period) or July 31 (for providers who selected July 1 as the start date for its accreditation period). The applicable annual fee as posted on the Illinois Supreme Court's MCLE Fee Schedule is due.
- **Accredited CLE Provider status.** A CLE provider's accreditation is continual and subject to approval of the Annual Report.
- **In-house Accredited CLE Providers.** CLE courses offered by In-House Accredited CLE Providers, such as law firms, corporate legal departments, government agencies or similar entities, must have a least five attorney participants (not counting the faculty) present to qualify for IL MCLE credit. (Rule 795(d)(1)(v)). In-house Accredited CLE Provider's courses or activities are presumptively approved on the basis of the in-house provider's Accredited CLE Provider status. Pursuant to the MCLE Rules, in-house Accredited CLE Providers are required to submit individual course applications at least 30 days prior to the course date. However, prior approval by the Board is not required. (Rule 795(d)(1)(iv)). **NEW Procedure! Effective July 13, 2010,** the MCLE Board will begin accepting in-house applications from In-house Accredited CLE Providers through PCAM, the online Provider Course Accreditation Management program.