

ILLINOIS ACCREDITED CLE PROVIDER REQUIREMENTS

Congratulations on becoming an Illinois Accredited CLE Provider! 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 Accredited CLE Provider, you have 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 ethics. Rule 794(d).

Once the MCLE Board approves a course for *general* MCLE credit, *the provider must submit information directly to the Commission on Professionalism for requested professional responsibility credit.* Access the Commission’s application for professional responsibility CLE:

http://www.ilsccp.org/applications/applications_overview.htm. The Commission contacts providers directly about submissions. For more information about professional responsibility credits, visit the Commission’s web site, www.ilsccp.org, or contact Jayne Reardon, Deputy Director of the Commission, at mail@ilsccp.org.

- **Attendance lists.** Provider must maintain attendance lists with attorney names and ARDC Registration Number for 3 years after the course was held. Rule 795(a)(8). (See Sample Form 3.)
- **Attendance certificates for all Illinois attorneys.** Providers must issue Certificates of Attendance to all attendees. Rule 795(a)(8). (See Sample Form 4.)
- **Teaching certificate to Illinois attorney presenters.** Providers must issue Teaching Certificates to all faculty participants. Rule 795(d)(5). (See Sample Form 10a and 10b.)
- **If you charge attorneys a fee to attend, report attendance records and pay \$1.00 per hour/per attorney fee** to the MCLE Board.¹ (See Fee Schedule.)
- **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 materials).

- **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.
- **Annual Report, Form 8.** 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 submit a year-end report on its course or activities for which Illinois MCLE credit was issued.
- **Annual Fee.** The applicable annual fee as posted on the Illinois Supreme Court’s MCLE Fee Schedule is due annually by December 31 (for providers who selected January 1 as the start date for its accreditation period) or June 30 (for providers who selected July 1 as the start date for its accreditation period).
- **Reapplication for Accredited CLE Provider status.** The first Accredited CLE Provider status is effective for two years. After two years, an Accredited CLE Provider must reapply for Accredited CLE Provider status. Thereafter, Accredited CLE Providers need to re-apply for that status every three years.
- **In-house Accredited CLE Providers,** such as law firms, corporate legal departments, government agencies or similar entities, must submit for review its CLE courses on an individual basis when such an entity offers courses exclusively to its attorney employees and others employed by it. Rule 795(d)(1)(ii). There is no additional fee for these submissions unless the provider charges a fee to attend the course(s). However, the MCLE Board has postponed enforcing this requirement until further notice. The Board will provide sufficient notice to in-house providers when we will begin enforcing the requirement of Rule 795(d)(1)(iii). Until you have received such notice, please maintain records of your CLE courses and activities to be reported in your Annual Report. Additionally, only courses or activities that have at least five attorneys as learners qualify for CLE credit, although the attorneys need not be associated with the same firm, corporation or governmental agency. Rule 795(d)(1)(v).

¹ Until further notice, attendance fees are paid upon submission of your Annual Report. In the future, providers will submit attendance reporting fees using a customized database within 30-days of the course date. Providers must maintain sufficient attendance records to be able to accurately report the number of Illinois attorney attendees and pay the applicable attendance reporting fees. The provider is responsible for maintaining records that reflect which states its attending attorneys will be claiming MCLE credit. Providers should assume that attorneys with an Illinois license will claim Illinois MCLE credit for attending its courses.