

**ILLINOIS ACCREDITED CLE PROVIDER 2009 ANNUAL REPORT  
CHECKLIST**

**Email to:** [mcle@mcleboard.org](mailto:mcle@mcleboard.org)

**Completed**

**Part 1** – Form 8, Spreadsheet .....

**Part 2** – Provider Information Form, pages 1-5 .....

(1) Financial hardship policy (required only for providers who charge attorneys to attend their CLE courses) .....

(2) Sample certificate of attendance issued to Illinois attorneys .....

(3) Sample certificate of teaching issued to an Illinois attorney who was a teacher or speaker; .....

(4) Information from three courses listed on the Annual Report:

	<b>Course #1</b>	<b>Course #2</b>	<b>Course #3</b>
a. Timed agenda/outline of course.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Brochure or advertisement, if available.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Faculty name(s) and credentials.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Written materials distributed for the course or a representative sample (limit to 25 – 50 pages) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3** – Remittance Form for annual fee and attendance fee .....

**Reminder:** Print and Mail Part 3 Remittance Form with payment to:

**United States Postal Service Only**  
 MCLE Board of the Supreme Court  
 of Illinois  
 P.O. Box 19289  
 Springfield, IL 62794-9289

**All Other Mailing Methods, UPS, FedEx, etc.**  
 MCLE c/o INB  
 Processing Center  
 307 E Jackson  
 Springfield, IL 62701