



Minimum Continuing Legal Education Board
of the Supreme Court of Illinois

THE BASIC SKILLS COURSE REQUIREMENT

Newly admitted attorneys must attend a Basic Skills Course within one year of admission to the Illinois bar. If you have completed a Basic Skills Course, you are one step closer to fulfilling the Basic Skills Course Requirement, but you're not done yet.

HOW DO I CERTIFY MY COMPLIANCE WITH THE BASIC SKILLS COURSE REQUIREMENT?

Obtaining and retaining your Basic Skills Course Certificate of Attendance issued by the course provider does not fulfill the Basic Skills Course Requirement. A Certification Form will be mailed to you from the MCLE Board before the end of the 12-month period following your admission to the Illinois bar. To fulfill the Basic Skills Course requirement, you must complete and return this Certification Form to the MCLE Board by the due date stated on the form. A sample of the Certification Form that you will receive can be found on the second page of this notice.

WHAT IF I DON'T RECEIVE A CERTIFICATION FORM FROM THE MCLE BOARD?

The Certification Form will be mailed to your address of record on file with the Attorney Registration and Disciplinary Commission ("ARDC"). If you don't receive this form by the end of the 12-month period following your admission to the Illinois bar, contact the MCLE Board for a copy. Failure to receive a Certification Form is not an excuse for failure to file your certification. Certain late fees and removal from the Master Roll of Attorneys can be assessed for failure to file your Certification Form.

WHAT DO I DO ONCE I FULFILLED MY BASIC SKILLS COURSE REQUIREMENTS?

Illinois attorneys are required to complete CLE hours for each reporting period as outlined below, unless they are eligible for an exemption. However, **you may not begin earning general MCLE credit until the 12-month period in which to satisfy the Basic Skills Course requirement ends.**

First Letter of Last Name on Date Admitted to IL Bar	24 Hour Reporting Period	30 Hour Reporting Periods
A through M	July 1, 2008 to June 30, 2010	Two-Year Period Beginning July 1 to June 30 of Each Subsequent Even Numbered Year
N through Z	July 1, 2009 to June 30, 2011	Two-Year Period Beginning July 1 to June 30 of Each Subsequent Odd Numbered Year

The MCLE credit hours earned during each reporting period must include at least four credit hours toward the professional responsibility requirement. For more information about the professional responsibility requirement, refer to Illinois Supreme Court Rule 794(d).

Please visit the MCLE Board's website at www.mcleboard.org for a full explanation of the general MCLE requirements and reporting periods.



**MINIMUM CONTINUING LEGAL EDUCATION BOARD
of the
SUPREME COURT OF ILLINOIS**

MCLE Certification Form

John M. Doe
ABC Law Firm
123 Main Street, Suite 9999
Chicago, IL 60606

ARDC No: 5555555
Completion Deadline: xx/xx/xx
Late Fee Due: \$xxx.xx
Form Due Date: xx/xx/xx

Return This Form and the Late Fee Stated Above in the Enclosed Envelope

Do Not Make Any Additional Notations Or Stray Marks On This Form As They Can Not Be Considered.

I, the above named attorney, certify to the Minimum Continuing Legal Education Board of the Supreme Court of Illinois that by the Completion Deadline above:

1. I have **complied** with the Basic Skills Course requirement of Illinois Supreme Court Rule 793.
2. I have **not complied** with the Basic Skills Course requirement of Illinois Supreme Court Rule 793.
3. I was **exempt** from the MCLE Basic Skills Course requirement because (check *at least one box* a. through h. below to identify the type of exemption; please refer to Rules 793(f) and 791(a) for more details):
 - a. I was admitted in Illinois after practicing law in another state for a period of one year or more.
 - b. I am registered on inactive status pursuant to Illinois Supreme Court Rule 756(a)(5).
 - c. I am registered on retirement status pursuant to Illinois Supreme Court Rule 756(a)(6).
 - d. I am registered on disability inactive status pursuant to Illinois Supreme Court Rule 757 or 758.
 - e. I serve as a justice, judge, associate judge, or magistrate of a federal or state court.
 - f. I, by virtue of my office or employment in the state or federal judiciary, am prohibited by the Supreme Court of Illinois or the federal judiciary from actively engaging in the practice of law.
 - g. I am on active duty in the Armed Forces of the United States.
 - h. I am also a member of the bar of another state which has a minimum continuing education requirement, am regularly engaged in the practice of law in that state, and have appropriate proof that I am in full compliance with the continuing legal education requirements established by court rule or legislation in that state.

Under penalties of perjury under the laws of the State of Illinois, I certify that I am the attorney whose name is printed above, and that my representations in this MCLE Certification Form are true and correct.

SIGNATURE OF ATTORNEY NAMED ABOVE (Required)

DATE (Required)

U.S. Postal Service Only:
MCLE Board
P.O. Box 3484
Springfield, IL 62708-3484

Express Deliveries:
MCLE Board c/o INB
Processing Center
307 E. Jackson
Springfield, IL 62701

