



## PROVIDER ILLINOIS MCLE COURSE CHECKLIST

### ACCREDITED CLE PROVIDERS:

This checklist is provided as a tool to assist with course planning throughout your accreditation year. It is required that you complete an Annual Report at the end of each accreditation year. On the Annual Report you must list all CLE courses presented, regardless of the course location. For more information on Annual Reports please see the following link, <http://www.mcleboard.org/provider-options.htm#annualreport> or contact the MCLE Board.

**Course Title:**

**Course Date(s):**

**Location:**

### All Courses Must Have:

- Significant intellectual, educational or practical content to increase attorney's competency.** Rule 795(a)(1).
- Content that deals primarily with matters related to the practice of law.** Rule 795(a)(2).
- Type of CLE Credit:** (1) General credit--applies to all general legal topics; and whether any of those credits qualify as (2) Professionalism credit--applies to courses pertaining to diversity issues, mental illness and addiction issues, civility, or ethical obligations of attorneys (courses offering professionalism credit must receive approval by the Illinois Supreme Court Commission on Professionalism ([www.ilscpc.org](http://www.ilscpc.org))). Rule 794(d).
- Qualified faculty.** Rule 795(a)(4).
- Agenda listing starting and ending times, as well as time provided for breaks and meals.** A course must include at least one-half hour of instruction. Rule 795(a)(7). Illinois CLE credit is based on a 60-minute hour rounded down to the nearest quarter hour. The following are not counted for CLE credit: introductory and closing remarks; keynote speeches; meal time; breaks; and business meetings. Rule 795(e).
- Written materials** supporting the course made available to participants before or at the course. Rule 795(a)(5).
- Accreditation approval for each delivery method** faculty in room; live video/ audio; recorded video/ audio. If you are unsure of the delivery methods for which you are approved, please contact the MCLE Board before the course occurs.
- Interactivity for each delivery method:** availability of faculty during course; phone access to qualified commentator; email or chat access to qualified commentator; *or* other. Rule 795(a)(6).
- In-House Providers only!** If the course is for In-House participants only, there must be five (5) attorney learners in attendance. This rule applies to all delivery methods. Rule 795(d)(1)(v).
- Attendance list** with attorney names and ARDC Registration Number (need to be maintained for 3 years). Rule 795(a)(8). (See [Sample Form 3.](#))

### Once the Course Concludes, Provider Must Issue:

- Attendance certificates to all attorneys requesting Illinois credit.** Rule 795(a)(8). (See [Sample Form 4.](#))
- Teaching certificates to attorneys who taught the course or activity and requested Illinois credit.** 795(d)(5). (See [Sample Form 10a](#) or [Sample Form 10b.](#))

**Annual Report:** You must include all courses held throughout the annual accreditation period, regardless of location, on the Annual Report.

- Complete and submit an Annual Report.** Continual accreditation is conditional upon approval of each year's annual report.
- Annual fee:** Pay annual fee for next accreditation period. (See [Fee Schedule.](#))
- Attendance Report and Fees:** Providers who charge attorneys to attend their courses must report attorney attendance numbers and pay a fee of \$1.00 per hour/per attorney receiving Illinois credit. (See [Fee Schedule.](#))