



PROVIDER ILLINOIS MCLE COURSE CHECKLIST

INDIVIDUAL COURSE PROVIDERS! READ THIS FIRST:

- 1. Individual Course applications (Form 1):** may be submitted any time before the course, or up to 60 days after the course start date. If the application is submitted after the course start date add a \$25.00 late fee to the application fee.
- 2. Update on course attendance fee submissions as of December 17, 2009:** Attendance reports are sent to individual course providers who charged attorneys an attendance fee in the Spring following the year the course was held. Providers are required to complete the report for all approved courses held in that year and pay the attendance fee of \$1.00 per accredited hour for each Illinois lawyer who received Illinois MCLE credit.

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.ilsccp.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 for each delivery method:** faculty in room; live video or audio; recorded video or audio; other.
- 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).
- 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.](#))

If the Provider Charges Attorneys a Fee to Attend the Course or Activity, the Provider Must Submit to the MCLE Board of the Supreme Court of Illinois:

- Attendance records and a fee of \$1.00 per hour/per attorney receiving Illinois credit.** (See [Fee Schedule.](#))