

**ILLINOIS MCLE RULE 795(d)(6) CERTIFICATE OF TEACHING
FOR TEACHING A LAW COURSE AT A SCHOOL, UNIVERSITY, COLLEGE OR COMMUNITY COLLEGE**

SECTION A: TO BE COMPLETED BY THE LAW SCHOOL, UNIVERSITY, COLLEGE OR COMMUNITY COLLEGE

Name of School: _____

(Must be an ABA-accredited law school, university, college or community college)

Course/Activity Title: _____

Location (city/state): _____ **Date(s) of Course or Activity:** _____

Course schedule: _____

(Should include time of course, # of days per week course taught, and # of weeks course held)

Name of Attorney Teaching Course: _____

TEACHING CATEGORY

- Part-time teaching at an ABA-Accredited Law School (including judging a law school moot court argument). Actual presentation time plus preparation time at 3 times the actual presentation time. MCLE Rule 795(d)(6)(i).
- Part-time teaching of a law course at a university, college, or community college. Actual presentation time only, no preparation time. MCLE Rule 795(d)(6)(ii).
- Panelist time spent participating in a panel presentation conducted as part of the part-time teaching of law school course at an ABA-accredited law school. Total presentation time is divided by the number of panelists to calculate each attorney's actual presentation time. Actual presentation time plus preparation time at three times the actual presentation time.
- Panelist time spent participating in a panel presentation conducted as part of the part-time teaching of a law class at a university, college or community college. Total presentation time is divided by the number of panelists to calculate each attorney's actual presentation time. No preparation time.

Sample calculation of speaking/teaching at a law course: If the actual presentation time is 50 minutes, then calculation of the actual preparation time is 3 times 50 minutes = 150 minutes. Total CLE hours earned is 150 minutes plus 50 minutes = 200 minutes /60 minutes = 3.33 or 3.25 CLE hours. (Must round down to the nearest quarter hour.)

CALCULATION OF TOTAL CLE HOURS

Actual Presentation Time _____ + Preparation Time _____ = _____
Total CLE Hours rounded down to the nearest 1/4 hour

NOTE: A repeat presentation of the same material shall be counted at one-half; no further hours may be earned for additional presentations of the same material. For repeat presentation, a separate certificate should be issued for each course date.

Provider Representative Signature

Date

SECTION B: TO BE COMPLETED BY ATTORNEY

By signing below, I certify that I participated in the course or activity described above as a speaker/teacher, and that I am entitled to claim the number of Illinois MCLE credit hours as described above:

Attorney Name (Print) and Registration No. (ARDC No.):

Attorney Signature and Date

Reminder: Pursuant to Rule 796(f)(1), Illinois attorneys are responsible for their own recordkeeping. Do not submit this form to the Illinois MCLE Board. In the event that you are audited by the Illinois MCLE Board, you will be required to submit this form. **Submit this form to the MCLE Board only if you are audited.**