

ILLINOIS ACCREDITED MCLE COURSE

CERTIFICATE OF TEACHING -- **INDIVIDUAL**

Any Illinois attorney who qualifies as a teacher at a CLE-approved course under MCLE Rule 795(d)(5), or at a bar or professional association meeting under MCLE Rule 795(d)(3), can be issued teaching credit. MCLE credit includes: Actual presentation time (divided by the number of teachers) plus preparation time (which is figured at six times the actual presentation time).

SECTION A: TO BE COMPLETED BY THE PROVIDER

Provider Name: _____

CLE Course/Activity Title: _____

Date of Course/Activity: _____ Location: _____

Name of Attorney Teacher: _____

Title of Session Taught (if different from Course/Activity Title above): _____

Start Time of Session Taught: _____ End Time of Session Taught: _____

Go to MCLE TEACHING CREDIT CALCULATION WORKSHEET, Page Two

TOTAL MCLE Teaching Credit
(from CLE Calculation Worksheet Page Two, Line 4)

Including TOTAL Professional Responsibility Credits
(from CLE Calculation Worksheet Page Two, Line 4PR)

Including:

CLE credit may be claimed in any combination of general and professional responsibility credit *not to exceed* the Total MCLE Teaching Credit.

By signing below, I certify that the attorney identified above was a teacher at this course. I have prepared Section A and the MCLE Teaching Credit Calculation Worksheet.

Provider Representative Signature: _____ Date: _____

SECTION B: TO BE COMPLETED BY ATTORNEY

- By Court Rule 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. MCLE Rule 795(d)(5).
- 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. MCLE Rule 796(f)(1).
- If approved for professional responsibility, CLE credit may be claimed in any combination of general and professional responsibility credit not to exceed the Total MCLE Teaching Credit.

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

Attorney (Printed) Name: _____ ARDC #: _____

Attorney Signature: _____ Date: _____

ILLINOIS ACCREDITED MCLE COURSE

TEACHING CLE CALCULATION WORKSHEET -- **INDIVIDUAL**

SECTION A (continued from Page 1): TO BE COMPLETED BY THE PROVIDER

Course approved for General Credit: complete this section

Calculation of MCLE Teaching Credit

In Illinois the following requirements apply:

- Illinois is a 60 minute state.
- Total CLE credit must be rounded down to the nearest quarter hour.
- Teacher credit is based on the actual Presentation Time.
- Teachers **cannot** earn attendance time for their presentation.
- Presentation and Preparation Time should be calculated in minutes to maximize the amount of credit the attorney will earn.

1	Presentation Time (minutes) (Example: if the course began at 9:30 a.m. and ended at 10:40 a.m., the Presentation Time is 70 minutes)	
2	Preparation Time (minutes) Six times Presentation Time (Example: Six times 70 minutes = 420 minutes)	
3	Presentation + Preparation Time (minutes) (Example: 70 minutes Presentation Time + 420 minutes Preparation Time = 490 minutes)	
4	TOTAL MCLE Teaching Credit Line 3 above divided by 60 and rounded down to nearest quarter hour (Example: 490 minutes divided by 60 minutes = 8.16. Round down to nearest quarter hour = 8.0 hours)	

If course was also approved for Professional Responsibility Credit: complete this section

Professional Responsibility Credit

- DO NOT complete this section if no professional responsibility was approved for this course.
- Professional responsibility credit is included in the Total MCLE Teaching Credit. The maximum credit earned by a teaching attorney cannot be more than the Total MCLE Teaching Credit above.
- If the entire course was approved for professional responsibility credit, insert the number from Total MCLE Teaching Credit in Line 4 above. The Total MCLE Professional Responsibility Teaching Credit will be the same number as the Total MCLE Teaching Credit (Line 4 above).
- Proceed with this calculation only if a portion of the course was approved for professional responsibility credit.

1PR	Presentation Time Professional Responsibility Credit(minutes) Course time divided by number of teachers (Example: if 30 minutes of a 70 minute course is approved for professional responsibility, the presentation time is 30 minutes)	
2PR	Preparation Time Professional Responsibility Credit (minutes) Six times Presentation Time (Example: Six times 30 minutes = 180 minutes)	
3PR	Presentation + Preparation Time (minutes) (Example: 30 minutes Presentation Time + 180 minutes Preparation Time = 210 minutes)	
4PR	TOTAL MCLE Professional Responsibility Teaching Credit Line 3PR above divided by 60 and rounded down to nearest quarter hour (Example: 210 minutes divided by 60 minutes = 3.5. Round down to nearest quarter hour = 3.5 hour)	