



## INSTRUCTIONS FOR SUBMITTING AN APPLICATION TO ACCREDIT AN INDIVIDUAL CLE COURSE OR ACTIVITY

### THREE EASY STEPS TO SUBMIT AN INDIVIDUAL COURSE APPLICATION:

- 1. Complete Form 1.** Form 1 is a fillable PDF document. There are two ways to complete Form 1:
  - Open Form 1 in Adobe Reader, save the document (Save As . . .) to your computer and complete it; or
  - Print Form 1, complete it (typewritten or handwritten) and scan it to send it to us electronically.

- 2. Send Application via Email.** Electronically submit via email with attachments to: [apps@mcleboard.org](mailto:apps@mcleboard.org)

The email subject line *must* read: **[Provider Name as stated on Form 1], [Course Date]**

The email submission must include the following attachments:

- Completed Form 1                       Timed Agenda                       Faculty Credentials  
 Detailed Outline or sample written materials\* (25 to 50 pages)

\*Prepare required attachments as an electronic document(s) that can be attached to an email. Attachments should not exceed 50 pages. If attachments exceed 50 pages, please select a representative sample of the written materials provided to attendees totaling no more than 50 pages. Acceptable file formats include: pdf, doc, wpd, and ppt. The Board's email server has a 5 megabyte limit per email.

**Note to Providers:** By submitting this application, the MCLE Board and its staff assumes that the applicant owns the needed rights to the course's content (including written materials) and/or has obtained all needed permissions to utilize the course's content (including written materials). If the applicant does not own such rights and/or has not obtained the needed permissions, please take all necessary action before applying.

- 3. Apply & Pay the application fee.** Both the application and application fee must be received by the MCLE Board in order for the application to be reviewed. Applications submitted without payment will no longer secure review of the application. Applications and fees submitted after the course start date require a \$25.00 late fee in addition to the application fee. Applications or fees submitted 60 days after the course start date render the application ineligible for accreditation and the application will be denied. Make a check payable for the amount on the Remittance Form (page 4 of this form) to: MCLE Board. Mail the fee check and the Remittance Form (no other enclosures, please) to either address below. Credit card payments are not accepted. ACH transfer instructions are available upon request. For information about application fees, consult Section B of the Fee Schedule posted on the MCLE Board website at: [www.mcleboard.org](http://www.mcleboard.org).

**U.S. Postal Service Only**  
MCLE Board of the  
Supreme Court of Illinois  
P.O. Box 19289  
Springfield, IL 62794-9289

**Express Mail**  
MCLE c/o Illinois National Bank  
Processing Center  
307 E. Jackson  
Springfield, IL 62701

#### **Important notice concerning Professional Responsibility Credits – provider action required:**

Once the MCLE Board approves a course for general MCLE credit, ***the provider must apply directly to the Commission on Professionalism for requested professional responsibility credit.*** Access the Commission's application for professional responsibility CLE: [http://www.ilsccp.org/applications/applications\\_overview.htm](http://www.ilsccp.org/applications/applications_overview.htm). The Commission on Professionalism will contact you directly regarding your submission. For further information about professional responsibility credits, visit the Professionalism Commission's web site, [www.ilsccp.org](http://www.ilsccp.org).

#### **Nonrefundable Application Fees and Application Fee Due by 60-Day Deadline**

Effective January 15, 2010, the MCLE Board will not refund or credit applicants for individual course application fees or late fees when an application is denied. When an application is submitted more than 60 days after the course start date, the course is ineligible for accreditation so the application will be denied on that basis with no refund or the application fee or late fee.

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#### **Paper submissions will not be considered or reviewed.**

The office of the MCLE Board is paperless. We are committed to accepting and processing applications and related communications electronically. Instructions are on the relevant application. Paper submissions will be destroyed after 30 days and returned only at the applicant's request and cost. The Board's email server has a 5 megabyte per email limit. An email that exceeds 5 megabytes will be returned to the sender automatically by the server. If this happens, please re-submit by zipping the attachments or dividing the attachments into more than one email. If you encounter difficulties with an electronic submission, please contact the office before making the submission.

Reference Sheet for Use With Form 1:

**Types of Law Codes**

Code	Topic	Code	Topic	Code	Topic	Code	Topic	Code	Topic
<b>ADM</b>	<b>Administrative Law</b>	<b>BAN</b>	<b>Bankruptcy/ Debtor/Creditor</b>	<b>BSC</b>	<b>Basic Skills Course</b>	<b>BUS</b>	<b>Business and Corporation</b>	<b>COM</b>	<b>Commercial/ Consumer Law</b>
<ul style="list-style-type: none"> <li>▪ Education Law</li> <li>▪ Federal Worker's Compensation</li> <li>▪ Military/Veteran's Benefits</li> <li>▪ Social Security</li> <li>▪ Social Security Disability</li> <li>▪ State Worker's Compensation</li> <li>▪ Unemployment Compensation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bankruptcy</li> <li>▪ Collections</li> <li>▪ Debtor Relations</li> <li>▪ Foreclosures</li> </ul>			<ul style="list-style-type: none"> <li>▪ Accounting</li> <li>▪ Agribusiness</li> <li>▪ Antitrust</li> <li>▪ Corporations &amp; Partnerships</li> <li>▪ Franchise/Dealerships</li> <li>▪ Litigation</li> <li>▪ Mergers &amp; Acquisitions</li> <li>▪ Non-profit Corporations</li> <li>▪ Securities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bank/Sav. &amp; Loan/Credit Union</li> <li>▪ Construction Contracts</li> <li>▪ Consumer Credit</li> <li>▪ Consumer Loans</li> <li>▪ Contracts</li> <li>▪ FMHA/FHA/VA Loans</li> <li>▪ Lemon Law</li> </ul>				
<b>CON</b>	<b>Constitutional Law</b>	<b>CRM</b>	<b>Criminal Law</b>	<b>ENV</b>	<b>Environmental Law</b>	<b>ETH</b>	<b>Ethics</b>	<b>FAM</b>	<b>Family Law</b>
<ul style="list-style-type: none"> <li>▪ Civil Rights (General)</li> <li>▪ Discrimination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assault &amp; Battery</li> <li>▪ Drugs &amp; Narcotics</li> <li>▪ DUI</li> <li>▪ Felony</li> <li>▪ Juvenile</li> <li>▪ Misdemeanor</li> <li>▪ Traffic</li> </ul>	<ul style="list-style-type: none"> <li>▪ Animals</li> <li>▪ Natural Resources</li> <li>▪ Oil &amp; Gas</li> <li>▪ Water</li> </ul>		<ul style="list-style-type: none"> <li>▪ Legal Advertising</li> <li>▪ Legal Malpractice</li> <li>▪ Substance Abuse</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption</li> <li>▪ Child Support</li> <li>▪ Custody Disputes</li> <li>▪ Divorce</li> <li>▪ Paternity</li> <li>▪ Protection from Abuse</li> <li>▪ Visitation</li> </ul>				
<b>HEA</b>	<b>Health Law</b>	<b>INT</b>	<b>Intellectual Property</b>	<b>LAB</b>	<b>Labor Law</b>	<b>LPM</b>	<b>Law Practice Management</b>	<b>MSC</b>	<b>Miscellaneous</b>
<ul style="list-style-type: none"> <li>▪ Health Care</li> <li>▪ Medical Malpractice</li> <li>▪ Pharmaceutical</li> </ul>	<ul style="list-style-type: none"> <li>▪ Biotechnology</li> <li>▪ Communications</li> <li>▪ Computers</li> <li>▪ Copyright/Trademark</li> <li>▪ Patent</li> <li>▪ Sports &amp; Entertainment Law</li> <li>▪ Telecommunications</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee Representation</li> <li>▪ Employer Representation</li> <li>▪ Government</li> <li>▪ Regulation</li> <li>▪ Union Representation</li> <li>▪ Workplace Safety</li> </ul>			<ul style="list-style-type: none"> <li>▪ Federal Civil Court</li> <li>▪ Federal Criminal Court</li> <li>▪ General Practice</li> <li>▪ Immigration and Naturalization</li> <li>▪ Indian Law</li> <li>▪ International Law</li> <li>▪ Public Utility Law</li> </ul>				
<b>MUN</b>	<b>Municipal Law</b>	<b>PRF</b>	<b>Professional Responsibility</b>	<b>REL</b>	<b>Real Property</b>	<b>SKL</b>	<b>Skills Training</b>	<b>SPC</b>	<b>Special Education</b>
<ul style="list-style-type: none"> <li>▪ District Attorney</li> <li>▪ Eminent Domain</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professionalism</li> <li>▪ Diversity Issues</li> <li>▪ Mental Illness</li> <li>▪ Addiction Issues</li> <li>▪ Civility</li> <li>▪ Legal Ethics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Boundary Disputes</li> <li>▪ Business Properties</li> <li>▪ Condominium</li> <li>▪ Construction</li> <li>▪ Easements</li> <li>▪ Landlord</li> <li>▪ Property (Miscellaneous)</li> <li>▪ Residential</li> <li>▪ Tenant</li> <li>▪ Zoning</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advocacy</li> <li>▪ Discovery</li> <li>▪ Disposition</li> <li>▪ Evidence</li> <li>▪ Experts</li> <li>▪ Judges</li> <li>▪ Juries</li> <li>▪ Negotiations</li> <li>▪ Oral Arguments</li> <li>▪ Trials</li> <li>▪ Witnesses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Alternative Dispute Resolution</li> <li>▪ Finance</li> <li>▪ Gifted Education</li> <li>▪ Mediation/Arbitration</li> <li>▪ Other Public Benefits</li> <li>▪ Student Discrimination</li> </ul>				
<b>TAX</b>	<b>Taxation</b>	<b>TORT</b>	<b>TORT</b>	<b>TRN</b>	<b>Transportation Law</b>	<b>WIL</b>	<b>Wills and Estates</b>		
<ul style="list-style-type: none"> <li>▪ Corporate Taxation</li> <li>▪ Federal Tax</li> <li>▪ Individual Tax</li> <li>▪ Local Tax</li> <li>▪ State Tax</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appellate</li> <li>▪ Automobile Accidents</li> <li>▪ Insurance</li> <li>▪ Miscellaneous Tort</li> <li>▪ Personal Injury</li> <li>▪ Product Liability</li> <li>▪ Property Damage</li> </ul>	<ul style="list-style-type: none"> <li>▪ Admiralty</li> <li>▪ Aviation</li> <li>▪ Maritime Law</li> <li>▪ Motor Carrier</li> <li>▪ Motor Vehicles</li> <li>▪ Railroads</li> </ul>		<ul style="list-style-type: none"> <li>▪ Estate Administration</li> <li>▪ Estate Planning</li> <li>▪ Estates and Trusts</li> <li>▪ Legal Affairs of Senior Citizens</li> <li>▪ Legal Affairs of the Poor</li> <li>▪ Preparation of Wills</li> <li>▪ Probate of Wills</li> </ul>					

**APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL CLE COURSE OR ACTIVITY**

**PROVIDER INFORMATION**

Provider Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact E-Mail Address: \_\_\_\_\_

**COURSE INFORMATION**

Course/Activity Title: \_\_\_\_\_  
 Fee charged for course: \_\_\_\_\_ to \_\_\_\_\_ (directly or indirectly, such as the cost of the venue, food, copies, etc...)  
 Course Date(s): \_\_\_\_\_ to \_\_\_\_\_ Course Location (City/State): \_\_\_\_\_

**Total General CLE hours requested:** \_\_\_\_\_ CLE hours are based on a 60 min. hour and are rounded down to the nearest quarter hour.  
 For Professional Responsibility Credit, apply to the Commission on Professionalism after General CLE credit is approved by the MCLE Board. Apply online on the Commission's website at [www.ilscpc.org](http://www.ilscpc.org) using Application A.

**Delivery method(s)**, please identify the method(s) of presentations for this course:

- FIRWP** = live faculty in room with participants
- LVA** = live video/audio, be specific:  live webinar  live teleconference  live videoconference
- RVA** = recorded video/audio, be specific:  
 on-line/on-demand  webcast  CD  DVD  MP3  Podcast

**Interactivity requirement**, select how participants will have access to a qualified commentator:

- qualified commentator present  phone access  e-mail access  chat room access

**Law Codes**, describing the area(s) of the law that the course content covers: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**Is this an in-house\* course?**  Yes  No **Difficulty Level:**  Beginner  Intermediate  Advanced  
 \*A course is in-house if offered internally by a law firm, corp. legal dept., government entity or similar entity, exclusively to the attorneys and others employed by it. If yes, 5 attorney learners must be present.

**Expected Attendance:** \_\_\_\_\_ % lawyers, and \_\_\_\_\_ % non-lawyers.

**Evaluation Method:**  Participant Critique  Independent Evaluation

**Description of distributed materials at or before program:**  Hard Copy  Electronic  Both hard copy & electronic

Approval by other states: Granted by \_\_\_\_\_ ; Denied by \_\_\_\_\_

**The following required attachments must be submitted with this application or the application will be returned:**

(a) Timed Agenda; (b) Faculty Credentials; (c) Detailed Outline or sample written materials\*

\*Prepare required attachments for email submission. Attachments should not exceed 50 pages. If attachments exceed this amount, select a representative sample of the written materials totaling no more than 50 pages. Acceptable file formats include: pdf (preferred), doc, wpd, ppt.

**DO NOT PUBLISH THIS COURSE, OR ANY OTHER COURSE BY THIS PROVIDER, ON THE IL MCLE BOARD WEB SITE.**

**APPLICATION FEE**

Provider Type:	_____	_____
Timing of Submission:	_____	_____
Total Fee Due:	_____	_____

Mail check payable to MCLE Board, send with the Remittance Form to:  
 MCLE Board, P.O. Box 19289, Springfield, IL 62794-9289  
 Both the application and application fee must be received in order for the application to be reviewed. Applications submitted without payment, or payments submitted without the application will not secure review of the application.

Provider acknowledges that it will comply with the Court's Rules (specifically Rule 795), as well as the Board's policies and procedures as stated on its website, including submitting all of the required information and fees with this application.



**REMITTANCE FORM**  
**APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL CLE COURSE OR ACTIVITY**

**PROVIDER INFORMATION**

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Provider Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact E-Mail Address: \_\_\_\_\_

**COURSE INFORMATION**

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Course/Activity Title: \_\_\_\_\_  
Course Date(s): \_\_\_\_\_ to \_\_\_\_\_ Course Location (City/State): \_\_\_\_\_

**APPLICATION FEE**

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The application fee for this course is:

Make a check payable in the amount above to: MCLE Board. Mail the fee check and this Remittance Form (no other enclosures, please) to either address below. Credit card payments are not accepted. ACH transfer instructions are available upon request.

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For information about the fee, consult Section B of the Fee Schedule posted on the MCLE Board website at: [www.mcleboard.org](http://www.mcleboard.org).