



## **INSTRUCTIONS FOR SUBMITTING AN APPLICATION TO ACCREDIT A BASIC SKILLS COURSE**

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

**2. Electronically submit**, as an email attachment, the completed Form 1a application and required materials to [apps@mcleboard.org](mailto:apps@mcleboard.org). (Submissions made via hard copy will not be reviewed.) The email subject line *must* read:

**[Provider Name as stated on Form 1a], [Basic Skills Course Application Submission]**

Please confirm that you have provided all requested information as follows:

Complete Form 1a	Timed Agenda	Faculty Credentials
Detailed Outline or sample written materials*		Application Fee (see #3 below)

\*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, tif, doc, wpd, jpg.

**Incomplete applications are rejected and the provider will need to resubmit a complete application.**

Any submitted application fee will be applied to the re-submitted application if the application is re-submitted within 30 days.

**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. Mail application fee check in the total amount calculated on Form 1a, **payable to MCLE Board**, and a copy of completed Form 1a (no other enclosures, please) to either address below. 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).

**Submissions lacking the correct application fee are returned.**

**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 the Basic Skills 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).

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The MCLE Board accepts and processes applications electronically **only**.

Email your application with attachments to [apps@mcleboard.org](mailto:apps@mcleboard.org).

**Paper submissions will not be reviewed.**



Application for Accreditation of a Basic Skills Course

PROVIDER INFORMATION

In-House Provider\*

Provider Name:

Address:

City, State, Zip:

Provider Website Address:

Contact Name:

Contact Phone:

Contact E-Mail Address:

COURSE INFORMATION

Fee charged for course? Yes No

Course Title:

Course Dates:

Course Location (City/State):

Course dates cannot extend more than 12 months.

Total Credit Requested:

Course must be at least 15 hours of total credit based on a 60-minute credit hour, four of which must be professional responsibility credit. After approval by the MCLE Board, apply for professional responsibility credit to the Commission on Professionalism using Application B at www.ilscpc.org.

Delivery method(s) requested - check all that apply, including subcategories:

live faculty in room with participants

live video/audio [ live webinar live teleconference live videoconference]

recorded video/audio [ on-line on-demand webcast CD DVD MP3 Podcast]

For each delivery method selected, indicate how interactivity is a key component:

qualified commentator present

phone access to qualified commentator

e-mail access to qualified commentator

chat room access to qualified commentator

other:

Evaluation Method:

Participant Critique (i.e., evaluation forms)

Independent Evaluation

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 e-mail submission. Total attachments should not exceed 5MB. If attachments exceed this file size, select a representative sample of the written materials to accommodate this size restriction. Acceptable file formats include: pdf, tif, doc, wpd, jpg.]

\*Courses offered internally by law firms, corporate legal departments, government entities or similar entities must have at least five attorney learners present.

**COURSE INFORMATION, CONT'D**

The following topics must be covered in the Basic Skills Course curriculum. In the spaces provided below, list the session title(s), as included on your agenda, that correspond to each of these topics. Separate each session title with a semi-colon.

- ✓ Jurisdiction of local courts
- ✓ Local court rules
- ✓ Filing requirements for various government agencies
- ✓ How to draft pleadings and other documents
- ✓ Practice techniques and procedures under the Illinois Rules of Professional Conduct
- ✓ Client communications
- ✓ Use of trust accounts
- ✓ Required record keeping
- ✓ Other rudimentary elements of practice
- ✓ 4 hours professional responsibility credit to be approved by Commission on Professionalism

**APPLICATION FEE**

*Payment must be received before application review process can begin.*

<b>Provider Type:</b>		
<b>Timing of Submission:</b>		
	<b>Total Fee Due:</b>	

If there is a fee associated with this course, the provider must have available a financial hardship policy for attorneys who wish to attend, but for whom the cost would be a financial hardship. See Rule 795(f).

Mail check, payable to "MCLE Board", with a copy of this form to:

**U.S. Postal Services Only**

MCLE Board  
P.O. Box 19289  
Springfield, IL 62794-9289

**Express Mailings (i.e., UPS, FedEx, etc)**

MCLE Board c/o INB Processing Center  
307 E. Jackson  
Springfield, IL 62701

**PROVIDER ACKNOWLEDGEMENT**

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 the application.

Name:

Date: