



INSTRUCTIONS FOR SUBMITTING AN APPLICATION TO ACCREDIT A BASIC SKILLS COURSE

THREE EASY STEPS TO SUBMIT A BASIC SKILLS COURSE APPLICATION:

- 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 (typewritten or handwritten) and scan it to send it to us electronically.
- 2. Send Application via Email.** Electronically submit via email with attachments to: mcle@mcleboard.org. (Paper copy submissions will not be reviewed.) The email subject line *must* read:

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

The email submission must include the following attachments:

- Completed Form 1a 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, and ppt. The Board's email server has a 5 megabyte limit per email.

Incomplete applications will be rejected. Any application fees received will be applied to the re-submitted application if the application is re-submitted within 30 days, but not more than 60 days after the course began.

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. Pay the application fee.** 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. **Submissions lacking the correct application fee will be 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 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. 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.

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 MCLE Board before making the submission.

COURSE INFORMATION, CONT'D

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APPLICATION FEE

Payment must be received before application review process can begin.

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

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).

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U.S. Postal Services Only

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

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PROVIDER ACKNOWLEDGEMENT

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REMITTANCE FORM
Application for Accreditation of a Basic Skills Course

PROVIDER INFORMATION

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

COURSE INFORMATION

Course/Activity Title: _____
Course Date(s): _____ Course Location (City/State): _____

APPLICATION FEE

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.

U.S. Postal Service Only

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An application is considered once we receive both the emailed application with all required attachments and the corresponding application fee. Submissions lacking the correct application fee are returned and may be resubmitted as long as they are submitted no more than 60 days after the course began.