



## **INSTRUCTIONS FOR SUBMITTING AN ACCREDITED CLE PROVIDER APPLICATION**

An Accredited CLE Provider is a provider whose CLE courses and activities during the applicable accreditation period are presumptively approved by the MCLE Board. These providers do not apply to accredit their courses through the individual course application process.

After submitting Form 2 (Application for Accredited CLE Provider Status) and the applicable annual fee, the MCLE Board reviews the provider's history of presenting MCLE programs and determines whether presumptive approval is appropriate.

Please refer to the fee schedule (available at [www.mcleboard.org](http://www.mcleboard.org)) to determine the correct fee, read these instructions and review Form 2 in its entirety before submitting your application and fee. We welcome you to contact the MCLE Board office with questions at [mcle@mcleboard.org](mailto:mcle@mcleboard.org) or (312) 924-2420.

To submit your application for Accredited CLE Provider status:

1. Complete Form 2. Form 2 is a 5-page fillable PDF document. There are two ways to complete Form 2:
  - a. Open Form 2 in Adobe Reader, save the document (Save As . . .) to your computer and complete it; or
  - b. Print Form 2, complete it (either typewritten or handwritten), scan it and save the scanned document to your computer.
2. **Important:** Request *all* desired delivery methods (such as faculty in room with participants, live video/audio and recorded video audio) in your Accredited CLE Provider application. Additional delivery methods can be added *only* at the beginning of each year of the Accredited Provider's accreditation period. The Board will not consider retroactive approval of additional delivery methods for previously-held courses.
3. An Accredited Provider's annual accreditation period will begin either on the **next** January 1 or July 1 from the date of submission of the Accredited Provider application. For consideration of the January 1 accreditation period, the application must be submitted by January 31. For consideration of the July 1 accreditation period, the application must be submitted by July 31. No retroactive accreditations will be considered.
4. Submit the completed Form 2 and all required documents with Form 2 by attaching them to an e-mail addressed to [mcle@mcleboard.org](mailto:mcle@mcleboard.org) (please limit your attachments to 200 pages, but no more than 5MB, preferably in Adobe PDF format) – you may submit multiple e-mails as necessary to ensure that all required documents are submitted.
5. Mail your check made payable to the "MCLE Board" for the appropriate Accredited CLE Provider fee found in the [fee schedule](#) and enclose a hard copy of page 5, (Provider Acknowledgement Page) with no attachments to either of the following addresses:

**United States Postal Service Only**  
MCLE Board of the Supreme Court of Illinois  
P.O. Box 19289 Processing Center  
Springfield, IL 62794-9289

**All Other Mailing Methods, UPS, FedEx, etc.**  
MCLE c/o INB  
307 E. Jackson  
Springfield, IL 62701

**PLEASE NOTE:** When determining the number of courses that you plan to hold annually (and the resulting annual fee), be mindful that multi-day courses that exceed five days of presentation are considered as single-day courses, counting each day of presentation as a separate course. For example, a 7-day conference is counted as seven courses.

**ACCREDITED CLE PROVIDER STATUS**

**Provider Name:**

**Street Address:**

**City/State/Zip:**

**Phone:**

**Fax:**

**Website:**

**Name and Title of Contact Person:**

**E-Mail Address of Contact Person:**

**ACCREDITATION PERIOD:**

An Accredited CLE Provider's Annual Accreditation Period will begin on the next January 1 or July 1 from the date the provider's accreditation is submitted to the MCLE Board. No retroactive accreditations will be considered. The Accreditation Period will expire in two years. Each year, Accredited Providers are required to: 1) pay an annual fee; and 2) submit an annual report at the end of each accreditation period. Instructions will be provided in the approval letter.

Number of CLE Courses sponsored or co-sponsored by your organization annually in the past two years:

In order to be eligible for Accredited CLE Provider status, the provider must have presented at least 5 separate CLE programs within the past two years. If the provider has presented less than 5 CLE programs over the past two years, the Provider must be able to demonstrate that its CLE programs have consistently met the standards set forth in the MCLE Rules and the Board's FAQs posted on the Board's web site. Providers with no experience presenting CLE programs are not eligible for Accredited CLE Provider status. Speaking at CLE programs without provider responsibilities is not considered provider experience.

Describe generally the content of the continuing legal education activities that your organization has presented and the audience to whom those courses were presented:

Are you an In-House Provider, i.e. law firm, corporate legal department, government agency?      Yes      No

\*PLEASE NOTE: All courses offered by In-house Providers, such as law firms, corporate legal departments, government agencies or similar entities, exclusively to the attorneys and others employed by it, must have at least five *simultaneous* attorney attendees (not counting the faculty) to qualify for Illinois MCLE credit. All delivery methods (including recorded courses) must comply with this requirement.

**Please identify the method(s) of presentation for which Accredited CLE Provider status is sought (check all that apply):**

- |  |                  |                     |                      |     |         |
|--|------------------|---------------------|----------------------|-----|---------|
| 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 method of presentation identified above, please describe how each method has interactivity as a key component.** "Interactivity" must include: (1) the opportunity for each participating attorney to ask a question; and (2) within a reasonable time, receive a response from a person who, by education and/or experience, is qualified to answer questions in the subject area of the course or activity. In addressing this "interactivity" issue, a provider must describe the exact means by which "interactivity as a key component" is achieved.

**Submit the following documents electronically (See instructions page)**

- A list of all of the CLE courses presented by your organization in the past two years, including the title, date, location and faculty for each course, indicating which faculty members, if any, are attorneys.
- Three samples of written materials from courses presented in the past two years, one for each course sample on the following pages.
- A copy of your organization's financial assistance policy and procedures. I include the specific application procedures and the eligibility requirements for such aid. Providers who do not have or do not provide a financial assistance policy for courses offered for a fee are ineligible for accreditation as Accredited CLE Providers.



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**COURSE INFORMATION - Sample Course #1**

**Title of course:**

**Date(s) of course:** \_\_\_\_\_ to \_\_\_\_\_ **City/State of course** (live courses only): \_\_\_\_\_

**Delivery method used** (check all that apply):

- 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

**Brief course description:**

**Fee charged for course, if applicable:** \_\_\_\_\_ (lowest) to \_\_\_\_\_ (highest)

Any fee charged in conjunction with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

**Total hours of CLE instruction:**

CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (Illinois S. Ct. Rule 795(e)(2).)

**Description of audience to which the course was directed and advertised:**

**Method of evaluating the course:** \_\_\_\_\_ participant critique \_\_\_\_\_ independent evaluation

**Admission restrictions, if any:**

**Submit the following documents electronically for the above referenced course (See instructions page):**

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably not more than 50 pages)



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**COURSE INFORMATION Sample Course #2**

**Title of course:**

**Date(s) of course:** \_\_\_\_\_ to \_\_\_\_\_ **City/State of course** (live courses only): \_\_\_\_\_

**Delivery method used** (check all that apply):

- 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

**Brief course description:**

**Fee charged for course, if applicable:** \_\_\_\_\_ (lowest) to \_\_\_\_\_ (highest)

Any fees charged in association with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

**Total hours of CLE instruction:**

CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (IL S.Ct. Rule 795(e)(2).)

**Description of audience to which the course was directed and advertised:**

**Method of evaluating the course:** \_\_\_\_\_ participant critique \_\_\_\_\_ independent evaluation

**Admission restrictions, if any:**

**Submit the following documents electronically for the above referenced course (See instructions page):**

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably not more than 50 pages)



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**COURSE INFORMATION Sample Course #3**

**Title of course:**

**Date(s) of course:** \_\_\_\_\_ to \_\_\_\_\_ **City/State of course** (live courses only): \_\_\_\_\_

**Delivery method used** (check all that apply):

- 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

**Brief course description:**

**Fee charged for course, if applicable:** \_\_\_\_\_ (lowest) to \_\_\_\_\_ (highest)

Any fees charged in association with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

**Total hours of CLE instruction:**

CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (IL S.Ct. Rule 795(e)(2).)

**Description of audience to which the course was directed and advertised:**

**Method of evaluating the course:** \_\_\_\_\_ participant critique \_\_\_\_\_ independent evaluation

**Admission restrictions, if any:**

**Submit the following documents electronically for the above referenced course (See instructions page):**

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably not more than 50 pages)



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**Payment Information**

Provider charges a fee for its CLE programs

Provider does not charge a fee for any of its CLE programs

Any fees charged in association with *any* CLE program (directly or indirectly), such as membership dues in excess of \$500 per year, or for the cost of the venue, food, copies, etc., is considered a charge for the course. (For the MCLE Board’s definition of Professional Organization, which includes memberships, please go to the Questions page of our website and search the phrase “Professional Organization.”)

Select Fee Category by double-clicking an item from drop down list below:

Provider Type	Annual Fee Due

ALTHOUGH ACCREDITED CLE PROVIDER STATUS COVERS MULTIPLE YEARS, THE ANNUAL FEE IS DUE EACH YEAR.

Mail check in the amount of the *Annual Fee Due* reflected above, payable to “MCLE Board,” with a copy of this page to either of the following addresses:

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

**All Other Mailing Methods, UPS, FedEx, etc.**  
MCLE c/o INB  
Processing Center  
307 E Jackson  
Springfield, IL 62701

**Provider Acknowledgements**

Provider acknowledges and agrees to comply with all Illinois Supreme Court Rules (specifically Rule 795), as well as the Board’s policies and procedures as stated on its website, and certifies that the information provided in this application (including all attachments) is true.

Provider acknowledges that it owns the needed rights to its course's content (including written materials) and/or has obtained all needed permissions to utilize the course's content (including written materials).

Provider acknowledges that it has submitted all of the required attachments with the application submission.

**Provider Representative Name and Title**

**Date**

**The application review process will not begin without having received a complete application, including all required attachments, and fee payment.**