



RESPONSIBILITIES FOR INDIVIDUAL (Per Course) PROVIDERS

CLE Providers are responsible for complying with Illinois Supreme Court Rules 790-798. CLE courses must be presented in accordance with Rule 795(a) and MCLE credit must be issued in compliance with Rule 795(e).

As a provider for Illinois MCLE credit, you have certain responsibilities that are summarized below. Please keep this list available as a reference.

- **Professionalism credit.** Courses in the area of professional responsibility must be substantively approved by the Commission on Professionalism (the “Commission”). Professional responsibility includes professionalism, diversity, mental illness or addiction issues, civility, or legal ethics. Rule 794(d).

NEW Procedure! Effective July 13, 2010, All providers requesting professional responsibility credit, must enter their courses into PCAM (the MCLE Board’s online Provider Course Accreditation Management program). The accreditation decision on both general MCLE credits and professional responsibility credit are posted on PCAM and sent by email to the provider’s contact person.

The Commission contacts providers directly about submissions. For more information about professional responsibility credits, visit the Commission’s web site, www.ilsccp.org.
- **NEW Requirement! Quarterly Attendance Reporting: Effective July 13, 2010,** Attorney attendance must be reported for all courses (and paid if you charged attorneys to attend your courses), by the 15th day following each quarter.
- **Attendance lists** with attorney names and ARDC Registration Numbers must be maintained for 3 years. Rule 795(a)(8). (See Sample Form 3.)
- **Attendance certificates must be issued to all Illinois attorney attendees.** Rule 795(a)(8). (See Sample Form 4.)
- **Teaching certificates must be issued to all Illinois attorney presenters.** Rule 795(d)(5) and (6). (See Sample Form 10a and 10b.)
- **Course materials.** The MCLE Board and staff assume that providers own or have obtained all necessary rights and permissions to use its courses’ content (including the right or permission to use written materials).
- **Course evaluations.** Participants need the opportunity to complete evaluation questionnaires addressing each CLE course’s content, instruction and written materials. The Provider must keep the evaluations for at least three years after the course was held.
- **In-house providers.** CLE courses offered by In-house providers such as law firms, corporate legal departments, government agencies or similar entities must have at least five attorney participants present (not counting faculty). Rule 795(d)(1)(v).
- **Future individual course applications.** All applications must be submitted through PCAM, the MCLE Board’s online Provider Course Accreditation Management program. Applications may be submitted at any time before the course is held, but no later than 60 days on or after the course start date. A \$25.00 late fee is due (in addition to the application fee) for all applications submitted on or after the course start date. Applications submitted more than 60 days after the start date cannot be submitted.