

RESPONSIBILITIES FOR INDIVIDUAL CLE COURSE PROVIDERS

Congratulations on the accreditation of your CLE course! 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 or activities 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 ethics. Rule 794(d).

Once the MCLE Board approves a course for *general* MCLE credit, *the provider must submit information 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 contacts providers directly about submissions. For more information about professional responsibility credits, visit the Commission’s web site, www.ilsccp.org.

- **If you charge attorneys a fee to attend, report attendance records and pay a \$1.00 per hour/per attorney fee** for each attorney issued Illinois MCLE credit to the MCLE Board.¹ (See Fee Schedule.)

- **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). (See Sample Form 10a and 10b.)
- **Course materials.** The MCLE Board and staff assume that Accredited CLE Providers own or have obtained all necessary rights and permissions to use its courses’ content (including 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.** Only courses or activities that have at least five attorneys as learners qualify for CLE credit, although the attorneys need not be associated with the same firm, corporation or governmental agency. Rule 795(d)(1)(v).

¹ **Update on course applications and attendance fee submissions as of July 15, 2008:** All individual course applications submitted by course providers must be submitted within 60 days on or after the course’s start date. A \$25.00 late fee is due (in addition to the application fee) for all courses submitted on or after the course’s start date. Courses submitted more than 60 days after the start date will be returned and will not be considered for accreditation. The Board is currently notifying providers who accredited 2007 courses *and* charged attorneys to attend that the attendance fee of \$1.00 per hour for each Illinois lawyer requesting Illinois MCLE credit for the course is now due.

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