

## RESPONSIBILITIES FOR INDIVIDUAL CLE 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 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 legal 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](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](http://www.ilsccp.org)
- **If you charge attorneys a fee to attend, report attendance records and pay a fee of \$1.00 per accredited hour/per attorney** for each attorney issued Illinois MCLE credit to the MCLE Board.<sup>1</sup> (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) 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.** 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 will be denied and will not be considered for accreditation.

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<sup>1</sup> **Update on course attendance fee submissions as of December 15, 2009:** Attendance reports are sent to providers who charged attorneys an attendance fee in the Spring following the year the course was held. Providers are required to complete the report for all approved courses held in that year and pay the attendance fee of \$1.00 per accredited hour for each Illinois lawyer requesting Illinois MCLE credit.