

**INSTRUCTIONS FOR SUBMITTING AN
ILLINOIS ACCREDITED CLE PROVIDER 2009 ANNUAL REPORT**

INSTRUCTIONS: For the annual accreditation period January 1, 2009 through December 31, 2009, Accredited CLE Providers are required to complete a three-part Annual Report. The previously required Accredited CLE Provider renewal form has been merged into the Annual Report process. Going forward, all Accredited CLE Providers must complete this form, submit the required attachments, and pay their annual fee, as well as pay attorney attendance fees if they charge attorneys to attend their courses. A provider's accreditation is now continual and is subject to the approval of this Annual Report. Altered forms will not be accepted.

STEP 1 Complete all three parts of the new Annual Report:

Part 1 – Spreadsheet of course information for ALL CLE courses (regardless of location) conducted in 2009. Providers are presumptively approved for all CLE courses presented annually; therefore, you must include all courses on this form even if no Illinois attorneys were in attendance. Form 8 (Excel);

Part 2 – Provider Information Form. Complete pages 1-5, providing information and attaching materials as listed below. **Important:** Request all desired delivery methods for 2010. The Board does not grant retroactive approval of additional delivery methods for previously held courses. Separate applications to add additional delivery methods will result in additional fees.

Required Materials:

- (1) Financial hardship policy (required only for providers who charge attorneys to attend their CLE courses). Include the specific application procedures and the eligibility requirements for attorneys to qualify for such aid;
- (2) Sample certificate of attendance issued to Illinois attorneys;
- (3) Sample certificate of teaching issued to an Illinois attorney who was a teacher or speaker; and
- (4) Information from three (3) courses listed on the Annual Report:
 - a. Timed agenda/outline of course;
 - b. Brochure or advertisement, if available;
 - c. Faculty name(s) and credentials, including educational background/degrees; and
 - d. Written materials distributed for the course or a representative sample (limit to 25 – 50 pages for each of the three courses).

Part 3 – Remittance Form for annual fee and attendance fee (Word)

STEP 2 Email completed Parts 1, 2 and 3 with all required attachments to: mcle@mcleboard.org

STEP 3 Print and Mail Part 3, Provider Acknowledgement and Remittance form with payment.

Please refer to the Fee Schedule (available at www.mcleboard.org) to determine the correct annual fee for your entity. Mail your check(s) made payable to the “MCLE Board” for the appropriate annual Accredited CLE Provider fee and attendance fee. Enclose a copy of your completed Provider Acknowledgement and Remittance Form (but no other attachments) with your payment to:

United States Postal Service Only
MCLE Board of the Supreme Court
of Illinois
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