

IMPORT INTERFACE DESIGN (BATCH PROCESSING)

REVISED MARCH 17, 2011

Revisions:

Section 3.5.2, Course Header Record, Record Type 10, Field Nos. 5, 6, 8 and 14.

Section 3.5.4, Delivery Methods Record, Record Type 12, Field Nos. 5 and 21 and Notes.

Section 3.5.7, Professional Responsibility Segment Header Record, Record Type 20, Field 7.

Appendix C, Data Validation Error Messages.

REVISED DECEMBER 16, 2010

Specification change:

Section 3.5.7, Professional Responsibility Segment Header, Field Number 6

TABLE OF CONTENTS

1. Overview.....	4
1.1 Purpose.....	4
1.2 Scope.....	4
1.3 Special Considerations	4
1.3.1 Course Number.....	4
1.3.2 Required Documents.....	4
1.3.3 Import Actions	4
1.4 Data Verification and Validation	5
1.5 Provisioning.....	5
2. Import File.....	6
2.1 Format.....	6
2.2 File Structure.....	6
2.3 Comment Records	7
3. Course Import	8
3.1 Processing.....	8
3.2 Record Types.....	8
3.3 Minimum Course Definition.....	9
3.4 Minimum Course Definition with Professionalism.....	10
3.4.1 Professionalism for Entire Course.....	10
3.4.2 Professionalism for One or More Segments	10
3.5 Record Layout	11
3.5.1 File Header Record.....	11
3.5.2 Course Header Record.....	12
3.5.3 General Information Record.....	13
3.5.4 Delivery Methods Record.....	15
3.5.5 Cosponsors Record.....	20
3.5.6 MCLE Review by Other States	21
3.5.7 Professional Responsibility Segment Header Record.....	22
3.5.8 Professional Responsibility Segment Learning Objectives Record	25
3.5.9 Professional Responsibility Segment Facilitators Record	25
3.5.10 Professional Responsibility Segment Resources Record.....	26
3.5.11 Professional Responsibility Segment Other Information Record	27

4.	Course Attendance	29
4.1	Processing.....	29
4.2	Record Types.....	29
4.3	Record Layout	30
4.3.1	File Header Record.....	30
4.3.2	Course Attendance Record.....	31
5.	Appendix A – Law Topic Codes.....	32
6.	Appendix B –Delivery Method Codes	33
6.1	Live Delivery Method Codes	33
6.2	Recorded Delivery Method Codes.....	33
7.	Appendix C – Data Validation Error Messages.....	34
7.1	Format Exceptions.....	34
7.2	Failed Validation and Data Exception Errors	34
7.3	Course Data Error Messages.....	35
7.4	Course Attendance Import Error Messages.....	40

1. OVERVIEW

1.1 Purpose

Accredited CLE Providers (ACLEPs) need to register courses for the purposes of attendance reporting and annual reporting. Some ACLEPs offer a large number of courses within a reporting year and to register those courses and report attendance manually would take considerable effort.

The purpose of this feature is to allow ACLEPs to import courses and course attendance into PCAM in bulk without involving the MCLE Staff.

1.2 Scope

Importing courses and course attendance is available to ACLEPs for which the MCLE Board has enabled the feature. All other providers must register courses and report course attendance using standard PCAM Provider web interface features.

1.3 Special Considerations

1.3.1 Course Number

When registering a course, the provider is prompted to enter a course number. This course number uniquely identifies the course for a given provider and usually is the same number that the provider uses to uniquely identify the course to the public. Currently, completing this field is optional.

If a provider is going to use the import feature of PCAM, the completion of this field becomes mandatory and the provider must assign unique course numbers for every course. The course number becomes the key by which the import process checks for duplicate courses and matches course attendance with courses.

1.3.2 Required Documents

When registering a course using the PCAM Provider web interface, the user is prompted to attach required documents to the course application in certain scenarios. It is not possible to include these required documents when importing course information. Therefore, the provider must add the required documents using the PCAM Provider web interface features after the import. See next section for a description of how to edit a course once it is imported but before it is completed for review.

1.3.3 Import Actions

In certain cases, a provider will want to import course information but edit it before marking it as completed for review. As mentioned in the preceding section, one such scenario is when the provider is importing sample courses for the purposes of the annual report. Sample course entries must include required documents. Since importing required documents is not supported via this interface, the provider must attach the required documents using the web interface.

For this reason, the provider must specify the action it wants the import process to take when importing a course: 1) import the course and leave it in the Draft state; 2) import the course, mark it as Complete for review and let it flow through the normal PCAM course workflow.

Similarly, providers may choose to import professional responsibility segment information to Draft, edit the information via the web interface, and then mark it as complete and ready to submit to the ILSCCP.

1.4 Data Verification and Validation

The import process will evaluate all of the verification and validation rules that currently exist in the PCAM Provider web interface when entering course information and submitting for review before saving the information to PCAM.

All courses or course attendance records that fail validation must be corrected (or removed from the file) before the import process will save the information. PCAM will present a list of detailed error information (i.e., record, field, reason, etc.) to aid the provider in correcting the error. (Appendix C.)

1.5 Provisioning

The MCLE Board will be able to enable/disable the import feature by provider when viewing the provider profile via the Staff web interface.

2. IMPORT FILE

This section describes characteristics of the import common to both course and course attendance import files.

2.1 Format

The format of the import file is delimited text file. An XML file format was considered but was abandoned in favor of a comma-delimited text format in order to allow smaller ACLEPs the ability to use this feature by creating import files using Excel (or any text editor).

Fields that are not required or marked as blank in certain cases must be specified as placeholders but must be left blank (i.e., two adjacent delimiters).

The field delimiter character is a comma. In the event that a comma exists in the field, that field should be enclosed in double-quotes. For example,

San Diego, CA

would be represented in the file as

“San Diego, CA”

If any field contains special control characters (i.e., newline or tab), the control character is escaped by replacing it with \n for newline or \t for tab. For example,

- 1) List item 1
- 2) List item 2

would be represented in the file as

“1)\tList item 1\n2)\tList item 2”

If any field is enclosed in double-quotes, the double-quotes are dropped. Double-quotes within a field value should be escaped as well by including another double-quote. For example,

Look in the “Teachers” section of the brochure on our website for a description on facilitators.

would be represented in the file as

Look in the ““Teachers”” section of the brochure on our website for a description on facilitators.

2.2 File Structure

Because of the volume of information and the interdependencies of the information required when submitting a course for accreditation to the MCLE Board, the course import interface file is structured as a sequence of records.

Record types are defined based on interdependencies and other business rules as well as practical considerations when dealing with large text descriptions. While this is not an issue for those providers who will programmatically build the import file, it is a potential issue for those providers who choose to build the import file in Excel. For example, segment learning objectives, facilitators and resources for a given segment each have their own record type. Entering three records in Excel each 1500 characters long is easier to manage than entering one record that could be 4500 characters long.

2.3 Comment Records

Comment records within the file are identified with # as the first character in the record.

Comment records can serve as an aid to constructing the import file manually or to reading the import file. For those providers who will be constructing the import file programmatically, the comment lines are optional.

3. COURSE IMPORT

3.1 Processing

The ACLEP, for which the MCLE Board has enabled the import feature, will follow these steps to import courses:

1. Select import courses and browse to the data file
2. Validate the data
3. Resolve any data exceptions found in the data detected during validation
4. Complete the import
5. Review their dashboard for any imported courses that require further attention (e.g., need required documents, etc.)

The provider starts the process by clicking the Import Courses menu item in their toolbar.

On the import selection page, the provider selects the actual file that contains the data. When selection is complete, the provider will click next.

The system will read the file and perform validation on the data. The results of the validation are displayed in an import validation review page by course. No data is stored into the PCAM database yet. The provider can click on any course for which at least one data exception has occurred and see the details. Any data exceptions that the system detects must be corrected before the system can complete the import. Using the detailed data exception information, the provider corrects the data in the import file and restarts the process.

When the validation step reports no data exceptions, the system enables the next button. Upon clicking this button, the system takes the data from the import file and stores it in the PCAM database.

The disposition of the course at the end of the import will depend on the accreditation business rules already defined by the PCAM Provider web interface:

- The provider can select to import individual courses to Draft for further review/edit in PCAM.
- For a course that does not require MCLE review (e.g., in-house after the course start date or within 30 days of course start date, non-sample course), the disposition would be presumptively approved.
- For course that require MCLE review (e.g., in-house earlier than 30 days before course start date, 3 sample courses for annual report, basic skills course), the disposition would be Draft. The provider would then go to their dashboard, edit the course, add the required documents, and submit the course.

For any course that has a professional responsibility component, once approved for general CLE credit, the import process would move it to “Ready for ILSCCP Review”. At this time, the ILSCCP must review all courses requesting professional responsibility credit.

3.2 Record Types

The following record types comprise a course import file:

- 1 – File Header
- 10 – Course Header

- 11 – General information
- 12 – Delivery Methods
- 13 – Cosponsors
- 14 – MCLE Review by Other States
- 20 – Professional Responsibility Segment Header
- 21 – Professional Responsibility Segment Learning Objectives
- 22 – Professional Responsibility Segment Facilitators
- 23 – Professional Responsibility Segment Resources
- 24 – Professional Responsibility Segment Other Information

3.3 Minimum Course Definition

The records included in a complete course definition vary based on the type of course. However, at a minimum, a course definition is comprised of the following records:

- 10 – Course Header
- 11 - General information
- 12 – Delivery Methods

3.4 Minimum Course Definition with Professionalism

Courses that include professional responsibility topics must include a set of segment records (i.e., 20-24): one set for the entire course or one set for each segment that contains professional responsibility.

3.4.1 Professionalism for Entire Course

- 10 – Course Header
- 11 - General information
- 12 – Delivery Methods
- 20 – Professional Responsibility Segment Header
- 21 – Professional Responsibility Segment Learning Objectives
- 22 – Professional Responsibility Segment Facilitators
- 23 – Professional Responsibility Segment Resources
- 24 – Professional Responsibility Segment Other Information

3.4.2 Professionalism for One or More Segments

- 10 – Course Header
 - 11 - General information
 - 12 – Delivery Methods
 - 20 – Professional Responsibility Segment 1 Header
 - 21 – Professional Responsibility Segment 1 Learning Objectives
 - 22 – Professional Responsibility Segment 1 Facilitators
 - 23 – Professional Responsibility Segment 1 Resources
 - 24 – Professional Responsibility Segment 1 Other Information
 - 20 – Professional Responsibility Segment 2 Header
 - 21 – Professional Responsibility Segment 2 Learning Objectives
 - 22 – Professional Responsibility Segment 2 Facilitators
 - 23 – Professional Responsibility Segment 2 Resources
 - 24 – Professional Responsibility Segment 2 Other Information
- The pattern of records 20-24 continues for remaining segment(s).

3.5 Record Layout

This section describes the record layouts that comprise a course import file.

3.5.1 File Header Record

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	Integer	Integer value greater than zero	Always 1 for this record type
2	Interface Version Number	Yes	Integer	Integer value greater than zero	The interface version number assigned by the MCLE Board. This number will be used to manage any changes to this interface. The current version number is 1.
3	Provider Name	Yes	String	50 characters max.	Name of Provider registered with the MCLE Board.
4	Provider Number	Yes	String	30 characters max.	Unique identifier assigned to the provider by the MCLE Board; provider must be registered before any imports are processed.
5	As Of Date	Yes	String	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301
6	Transaction Number	Yes	String	50 characters max	Unique import transaction number.
7	# Courses	Yes	Integer	Integer value greater than zero	Number of course record groups contained in this import file.

3.5.2 Course Header Record

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	Integer	Integervalue greater than zero	Always 10 for this record type
2	Action	Yes	String	Either 'Draft' or 'Complete'	If 'Draft' the import process leaves the course in the draft state so that the provider can review/edit the course in the web interface before submitting; If 'Complete' the import process follows the normal PCAM course workflow when marking a course as complete for review.
3	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must not exist in PCAM at time of import
4	Title	Yes	String	Maximum 500 characters	
5	Description	Yes	String	Maximum 2000 characters	This field may contain delimiter characters (e.g., common, double-quote); consequently, this field is at the end of the record: every character from the start of this field to the end of the record is included in the description.

3.5.3 General Information Record

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 11 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Publish Course?	Yes	String	Y/N	
4	Publish Course URL?	Yes	String	Y/N	
5	Course URL	No	String	URL	Must be specified if "Publish Course URL on MCLE Website?" is Y. Must be publically accessible at the time of import.
6	In-house Course?	Yes	String	Y/N	If checked, provider may need to include required documents (see Section 3.1).
7	Cosponsored Course?	Yes	String	Y/N	If checked, provider must specify cosponsors.
8	Basic Skills Course?	Yes	String	Y/N	If checked, provider must specify course as Draft in Record 10, Field 2.
9	Sample Course?	Yes	String	Y/N	If checked, provider must include required documents
10	Lowest Fee	Yes	Decimal	Currency	Specify zero if no fees. If specified, must be less than or equal to highest fee.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
11	Highest Fee	Yes	Decimal	Currency	Specify zero if no fees. If specified, must be greater than or equal to lowest fee.
12	Other Fee	Yes	Decimal	Currency	Specify zero if no fees.
13	General CLE Hours Requested	Yes	Decimal	Decimal number greater than zero in .25 increments.	If "basic skills course" checked, must be > 15.00 hours.
14	Law Codes	No	String	Delimited list comprised of one (or more) law topic codes.	Valid law topic codes are listed in Appendix A. Optional data.
15	Professionalism Scope	Yes	String	Must be one of the following: <ul style="list-style-type: none"> • None • EntireCourse • PerSegment 	If EntireCourse or PerSegment is specified, at least one segment record must be specified.
16	Difficulty Level	Yes	String	Must be one of the following: <ul style="list-style-type: none"> • Beginner • Intermediate • Advanced 	
17	Evaluation Method	Yes	String	Must be one of the following: <ul style="list-style-type: none"> • Participant • Independent 	
18	Distributed Materials	Yes	String	Must be one of the following: <ul style="list-style-type: none"> • Electronic • Paper 	
19	% Attorneys Attending	Yes	Integer	Range 1-100	

3.5.4 Delivery Methods Record

The provider must specify that a course is delivered: only live, only recorded, or both. If the course is delivered only live, then all RVA fields are blank; if course is delivered only recorded, then all LVA fields are blank.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 12 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	LVA Delivery Methods	Yes	String	Delimited list comprised of one (or more) of the following codes: <ul style="list-style-type: none"> • FIRWP • LVA-AUDIO • LVA-VIDEO • LVA-WEB 	If course is not delivered live, then leave field blank.
<p>NOTE: Location is required only if FIRWP is one of the live delivery methods specified and Type 10, Field 2 is "Complete." Location will be validated at the time of import and must be a valid physical address. Alternatively, mark Record 10, Field 2 as "Draft," and complete the address information via the web interface.</p>					
4	Location Title	No	String	100 Characters max.	If not specified, will default to City, State for US locations and City, Region, Country for international locations.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
5	Location Line 1	Yes	String	50 characters max.	Location is validated to United States Postal Service valid address standards.
6	Location Line 2	No	String	50 characters max.	
7	Location City	Yes	String	50 characters max.	
8	International?	Yes	String	Y/N	If location is not in the US, set to 'Y'; otherwise, 'N'
9	Location State	Yes	String	50 characters max.	
10	Location Postal Code	Yes	String	50 characters max.	
11	Location Country	Yes	String	50 characters max.	
12	Live Course Start Date	Yes	String	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301 Must be less than or equal to course end date.
13	Live Course End Date	Yes	String	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301 Must be greater than or equal course start date.
NOTE: At least one LVA interactivity descriptor is required when course is delivered via one of the LVA delivery methods.					
14	LVA Interactivity – In person?	See Note.	String	Y/N	

Field Number	Field Name	Required?	Data Type	Data Format	Comments
15	LVA Interactivity – via email?	See Note.	String	Y/N	
16	LVA Interactivity – via phone?	See Note.	String	Y/N	
17	LVA Interactivity – via chat room?	See Note.	String	Y/N	
18	LVA Interactivity – Other?	See Note.	String	Y/N	This field must be ‘Y’ if “LVA Interactivity – Other” field is not blank.
19	LVA Interactivity – other	See Note.	String	Text	“LVA Interactivity – Other?” must be ‘Y’ if this field is not blank.
20	RVA Delivery Methods		String	Delimited list comprised of one (or more) of the following codes: <ul style="list-style-type: none"> • RVA-OLOD • RVA-CD • RVA-MP3 • RVA-DVD • RVA-POD • RVA-WEB 	If course is not delivered recorded, then leave field blank.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
21	RVA Media Available Start Date	Yes	String	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301 If RVA Delivery Method is specified, then must be greater than or equal to Course Start Date. Must be less than or equal to media available end date.
22	RVA Media Available End Date	Yes	String	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301 Must be greater than or equal media available start date.
NOTE: At least one RVA interactivity descriptor is required when course is delivered via one of the RVA delivery methods.					
23	RVA Interactivity – In person?	See Note.	String	Y/N	
24	RVA Interactivity – via email?	See Note.	String	Y/N	
25	RVA Interactivity – via phone?	See Note.	String	Y/N	
26	RVA Interactivity – via chat room?	See Note.	String	Y/N	
27	RVA Interactivity – Other?	See Note.	String	Y/N	This field must be ‘Y’ if “RVA Interactivity – Other” field is not blank.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
28	RVA Interactivity–other	See Note.	String	Text	“RVA Interactivity–Other?” must be ‘Y’ if this field is not blank.

3.5.5 Cosponsors Record

If the course is marked as being cosponsored, indicated on the General Information record, then the provider may acknowledge that it is the primary sponsor and then list the names of the cosponsors. Otherwise, this record should be omitted.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 13 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Is Primary Cosponsor?	Yes	String	Y/N	Set to 'Y' if the provider importing this course is the primary cosponsor. Otherwise, this course should not be imported.
4	Cosponsors	Yes	String	Delimited list	List of provider names that are cosponsoring the course separated by a semicolon.

3.5.6 MCLE Review by Other States

If the course has been reviewed or is pending review in other states that offer MCLE accreditation, then the provider may list those states and the MCLE status in that state. Otherwise, this record should be omitted.

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 14 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Other States	Yes	String	Delimited list, Each state is listed, delimited by a semicolon, in the form of <abbreviation>-<decision> Where abbreviation is the state abbreviation and decision is A for Approved, D for Denied and P for Pending. (i.e. IA-A;MN-P;OH-D)	

3.5.7 Professional Responsibility Segment Header Record

The provider may offer courses with professional responsibility. The provider indicates the professionalism scope in the General Information Record for the course. If the provider indicates EntireCourse, then there is one professional responsibility record. If the provider indicates PerSegment, then there is one professional responsibility record for each of course segment.

Courses with professional responsibility information are automatically approved for general CLE credit and are forwarded to the Illinois Supreme Court Commission on Professionalism for professional responsibility CLE accreditation.

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 20 for this record type
2	Action	Yes	String	Either 'Draft' or 'Complete'	If 'Draft' the import process leaves the segment in the draft state so that the provider can review/edit the course in the web interface before submitting; If 'Complete' the import process follows the normal PCAM course workflow when marking a course as complete for review. NOTE: All course segments must be complete before the course is submitted to the ILSCCP for review.
3	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
4	Segment Number	Yes	String	50 characters max.	If the Professional Scope of the Course is EntireCourse, set this field to the course number; Otherwise, this field uniquely identifies the segment of this course for the provider.
5	Segment Index	See Comment	String	Integer value greater than zero	If the Professional Scope of the Course is EntireCourse, this field is set to 1; Otherwise, this field contains a consecutively increasing integer that orders segments for the course.
6	Duration	See Comment	Decimal	Decimal number greater than zero in .25 increments.	Example 0.75 for 0:45 minutes; 8.00 for 8 hrs. If the Professional Scope of the Course is EntireCourse, this field is optional; Otherwise, this field contains the duration of this segment.
7	Professional Responsibility CLE Hours Requested	Yes	Decimal	Decimal number greater than zero in .25 increments.	If the Professional Scope of the Course is EntireCourse, this is the total general CLE hours requested for entire course; Otherwise, this is the professional responsibility hours requested for this segment only. Total professional responsibility hours requested must not exceed total general CLE hours requested.

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
8	Segment Title	Yes	String	500 characters max.	If the Professional Scope of the Course is EntireCourse, this field is optional; Otherwise, this field is required.

3.5.8 Professional Responsibility Segment Learning Objectives Record

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 21 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Segment Number	Yes	String	50 characters max.	Uniquely identifies the segment of this course for the provider; Must match the Segment number specified in the Segment header record.
4	Learning Objectives	Yes	String	1500 characters max.	

3.5.9 Professional Responsibility Segment Facilitators Record

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 22 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
3	Segment Number	Yes	String	50 characters max.	Uniquely identifies the segment of this course for the provider; Must match the Segment number specified in the segment header record.
4	Facilitators	Yes	String	1500 characters max.	

3.5.10 Professional Responsibility Segment Resources Record

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 23 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Segment Number	Yes	String	50 characters max.	Uniquely identifies the segment of this course for the provider; Must match the Segment number specified in the segment header record.
4	Resources	Yes	String	1500 characters max.	

3.5.11 Professional Responsibility Segment Other Information Record

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
1	Record Type	Yes	String	Integer value greater than zero	Always 24 for this record type
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider; groups all import records for a given course. Must match the Course number specified in the course header record.
3	Segment Number	Yes	String	50 characters max.	Uniquely identifies the segment of this course for the provider; Must match the Segment number specified in the segment header record.
4	Topics	Yes	String	Delimited list comprised of one (or more) of the following codes: <ul style="list-style-type: none"> • Professionalism • Diversity • DSM • Civility • Ethics 	At least one must be selected.
5	Teaching Methods	Yes	String	Delimited list comprised of one (or more) of the following codes: <ul style="list-style-type: none"> • RolePlay • ProblemSolving • GroupWork • SkillPractice • Lecture 	At least one must be selected.

Field Number	Field Name	Required ?	Data Type	Data Format	Comments
6	Evaluation	Yes	String	Delimited list comprised of one (or more) of the following codes: <ul style="list-style-type: none"> • Reaction • Learning • Behavior • Result 	At least one must be selected.

4. COURSE ATTENDANCE

4.1 Processing

The ACLE Provider, for which the MCLE Board has enabled the import feature, will follow these steps to import course attendance:

1. Select import course attendance and browse to the data file
2. Validate the data
3. Resolve any data exceptions found in the data detected during validation
4. Complete the import
5. Review provider dashboard for any imported courses that require further attention (e.g., need required documents, etc.)

The provider may import attendance data for courses that are already recorded and approved in PCAM and are ready for attendance data.

The provider starts the process by clicking the Import Course Attendance menu item in their toolbar.

On the import selection page, the provider selects the actual file that contains the data. When selection is complete, the provider will click next.

The system will read the file and perform validation on the data. The results of the validation are displayed in an import validation review page by course. No data is stored into the PCAM database yet. The provider can click on any course for which at least one data exception has occurred and see the details. Any data exceptions that the system detects must be corrected before the system can complete the import. Using the detailed data exception information, the provider corrects the data in the import file and restarts the process.

When the validation step reports no data exceptions, the system enables the next button. Upon clicking this button, the system takes the data from the import file and stores it in the PCAM database.

The disposition of the course attendance at the end of the import will be “Ready for Payment” for those providers who charged attorneys for the course and owe a \$1.00 per hour per Illinois attorney fee and the records are displayed on the provider’s dashboard. Providers who did not charge attorneys a fee for the course will see “Attendance Entered.”

The provider uses the web user interface to pay for the attendance just imported.

4.2 Record Types

The following record types comprise an import file:

- 1 – File Header
- 51 – Course Attendance

Comment records within the file are identified with a # as the first character in the record.

4.3 Record Layout

This section describes the record layouts that comprise a course attendance import file.

4.3.1 File Header Record

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	Integer	Integer value greater than zero	Always 1 for this record type
2	Interface Version Number	Yes	Integer	Integer value greater than zero	The interface version number assigned by the MCLE Board. This number will be used to manage any changes to this interface. The current version number is 1.
3	Provider Name	Yes	string	50 characters max.	Name of Provider registered with the MCLE Board.
4	Provider Number	Yes	string	30 characters max.	Unique identifier assigned to the provider by the MCLE Board; provider must be registered before any imports are processed.
5	As Of Date	Yes	string	8 characters max - YYYYMMDD format.	Example 3/1/2010 = 20100301
6	Transaction Number	Yes	string	50 characters max	Unique import transaction number.
7	# Courses	Yes	Integer	Integer value greater than zero	Number of course attendance records contained in this import file.

4.3.2 Course Attendance Record

Field Number	Field Name	Required?	Data Type	Data Format	Comments
1	Record Type	Yes	Integer	Integer value greater than zero	Always 50 for this record type.
2	Course Number	Yes	String	50 characters max.	Uniquely identifies the course for the provider. Must exist in PCAM at time of import.
3	Year	Yes	Integer	2000-2050	Year in which the quarter occurred for which this record reports attendance.
4	Quarter	Yes	Integer	1-4	Quarter for which this record reports attendance.
5	Delivery Method	Yes	String	Must be either LVA or RVA	
6	Total Attorneys Attending	Yes	Integer	0-9999	
7	Total IL Attorneys Attending	Yes	Integer	0-9999	Must be less than or equal to Total Attorneys Attending.
8	Total IL Attorneys Hardship Requested	Yes	Integer	0-9999	Must be less than or equal to Total IL Attorneys Attending.
9	Total IL Attorneys Hardship Approved	Yes	Integer	0-9999	Must be less than or equal to Total IL Attorneys Hardship Requested.

5. APPENDIX A – LAW TOPIC CODES

The following table lists the valid field values for the Course General Information Record (i.e., Type 12), Law Topic Codes (i.e., Field 13).

Code	Description
ADM	Administrative Law
BAN	Bankruptcy/ Debtor/Creditor
BUS	Business and Corporation
COM	Commercial/ Consumer Law
CON	Constitutional Law
CRM	Criminal Law
EMP	Employment
ENV	Environmental Law
ETH	Ethics
FAM	Family Law
HEA	Health Law
INT	Intellectual Property
LAB	Labor Law
LIT	Litigation
LPM	Law Practice Management
MSC	Miscellaneous
MUN	Municipal Law
PRF	Professional Responsibility
REL	Real Property
SKL	Skills Training
SPC	Special Education
TAX	Taxation
TORT	TORT
TRN	Transportation Law
WIL	Wills and Estates

6. APPENDIX B – DELIVERY METHOD CODES

6.1 Live Delivery Method Codes

The following table lists the valid field values for the Course Delivery Methods Record (i.e., Type 13), LVA Delivery Method Codes (i.e., Field 3).

Code	Description
FIRWP	Faculty In Room With Participants
LVA-AUDIO	Live Teleconference
LVA-VIDEO	Live Video-conference
LVA-WEB	Live Webinar

6.2 Recorded Delivery Method Codes

The following table lists the valid field values for the Course Delivery Methods Record (i.e., Type 13), RVA Delivery Method Codes (i.e., Field 20).

Code	Description
RVA-OLOD	Online, On-Demand
RVA-CD	Recorded on CD
RVA-MP3	Recorded in MP3 audio format
RVA-DVD	Recorded on DVD
RVA-POD	Recorded Podcast
RVA-WEB	Recorded webcast

7. APPENDIX C – DATA VALIDATION ERROR MESSAGES

7.1 Format Exceptions

Format Exceptions are displayed in an import validation page by Line Number and exception Message. The Line Number references the line number in the delimited import file. The Message identifies the formatting exception(s) that is preventing the file from passing validation. The provider must correct the format exceptions by deleting the file from the Course Import grid, correcting the line(s) causing the exception in the comma delimited file and re-importing the file. *Any format exceptions that the system detects must be corrected before the system can complete import.* Once the Format Exceptions are corrected the Format Exceptions grid will display “No Import File Format Exceptions,” and the import process will proceed to validate the data.

Below is an example of a Format Exception errors.

Line Number	Message
4	Course Delivery Methods line contains 19 entries when 28 entries were expected.
8	Course Delivery Methods line contains 19 entries when 28 entries were expected.
12	Course Delivery Methods line contains 19 entries when 28 entries were expected.

The source for this error can be found by opening the delimited file in a text editor (i.e. Notepad) and locating lines 4, 8 and 12. The message is saying that on lines 4, 8, and 12 of the delimited file there is a record type that should have 28 fields (delimited by commas) but only has 19 fields. Each line is Record Type 11, it does not contain all 28 required comma delimited fields.

7.2 Failed Validation and Data Exception Errors

Failed Validation errors are displayed in an import validation review page by course. Each course is listed in a row. If there are no errors, the import status will be Ready For Import; otherwise the import status will be Failed Validation. All courses contained in the import file must pass validation before the system enables the Next button. Line Number references the line number in the delimited import file, Action (Draft or Complete), Reference Number is the course number, the course Title and # Exceptions. For example, to sort the list so that all courses with # Exceptions are listed first, click the # Exceptions column heading. You can achieve the same result by clicking the Status column heading.

The Data Exceptions are listed by Line Number and exception Message. The Line Number references the line number in the delimited import file. The Message identifies the data exception(s) that is preventing the file from being validated. The provider must correct the data exceptions by deleting the file from the Course Import grid, correcting the comma delimited file and re-importing the file. *Any data exceptions that the system detects must be corrected before the system can complete import.* Once the Data Exceptions are corrected the Data Exceptions grid will display “Ready for Import,” and the system enables the Next button.

Below is an example of Data Exception errors.

Status	Category	Line Number	Action	Reference Number	Title	# Exceptions
Ready for Import	Course	2	DRAFT	1	Depositions 101 Chicago 01/05/2010 - 01/05/2010	None
Failed Validation	Course	6	DRAFT	2	Appellate Writing Washington, District of Columbia 01/06/2010 - 01/06/2010	3

Click this link
for details of
Failed
Validation



Below are the details of the course that Failed Validation.

Data Exceptions

Line Number	Message
8	Recorded Delivery Method 'N' not defined.
10	The duration of this segment 0.0 must be between 0.25 hrs and 12.00 hrs inclusive.
10	The total requested professional responsibility hours 1 for this segment cannot exceed the duration of the segment 0.0.

The source for this error can be found by opening the delimited file in a text editor (i.e. Notepad) and locating lines 8 and 10. In this example, the message is saying that line 8 has to do with the Recorded Delivery Format, see Delivery Methods Record Type 12, Fields 20-28, to review and correct the data. The message is also saying that line 10, professional responsibility segment duration and professional responsibility hours requested do not match, see Professional Responsibility Segment Header Record Type 20, Fields 6 and 7, to review and correct the data.

7.3 Course Data Error Messages

For indicators {0} or {1} the system substitutes the actual value(s) related to the error message. Error messages are listed in alphabetical order.

COURSE IMPORT ERROR MESSAGES
At least one evaluation method is required.
At least one professional responsibility topic is required.
At least one teaching method is required.
Basic skill Course Flag is required.
Basic skill Course Flag must be either 'N' or 'Y'.
Basic Skills Course requires a minimum of 15 general CLE Hours.
Basic Skills Course requires professionalism scope.
Co-sponsored Course Flag is required.
Co-sponsored Course Flag must be either 'N' or 'Y'.
Co-Sponsored Course indicator is NO but cosponsors are entered.

COURSE IMPORT ERROR MESSAGES

Co-Sponsored Course indicator is Yes but no cosponsors are entered.

Course already exists.

Course Description is required.

Course Description must be less than 2000 characters.

Course end date is required.

Course end date must be on or after the course start date.

Course number is duplicated within import file.

Course Number is required.

Course Number referenced by course header record does not exist.

Course Number referenced by course header record is entered in PCAM multiple times.

Course referenced by professional responsibility segments does not exist in database.

Course referenced by segment does not exist.

Course Start Date {0:MM/DD/YYYY} is more than 60 days in the past. MCLE Board policy does not allow providers to apply more than 60 days after the course began.

Course start date is required.

Course Title is required.

Course Title must be less than 500 characters.

Course URL must be less than 500 characters.

Delivery methods record is required. It is either missing or references an incorrect course number.

Description of Facilitators is required.

Description of Facilitators must be < 1500 characters. It is {0}.

Description of Learning Objectives is required.

Description of Learning Objectives must be < 1500 characters. It is {0}.

COURSE IMPORT ERROR MESSAGES

Description of Resources is required.

Description of Resources must be < 1500 characters. It is {0}.

Difficulty level is required.

Distributed Materials is required.

Evaluation code '{0}' is invalid.

Evaluation Method is required.

Facilitator's record is required. It is either missing or references an incorrect course/segment number.

Faculty in Room with Participants delivery method venue is not a valid address.

Faculty in Room with Participants delivery method venue is required.

Faculty in Room with Participants delivery method venue is required.

General information record is required. It is either missing or references an incorrect course number.

Header record is required. It is either missing or references an incorrect course number.

Header record is required. It is either missing or references an incorrect course/segment number.

Highest Course Fee is not a valid decimal number.

Highest Course Fee is required.

In-House Course Flag is required.

In-House Course Flag must be either 'N' or 'Y'.

Invalid reciprocity description specified for Other MCLE State reciprocity information:" & reciprocitycode

Invalid State specified for Other MCLE State reciprocity:" & otherstatecode

Law Topic '{0}' not defined.", lcode)

Learning objectives record is required. It is either missing or references an incorrect course/segment number.

Live Delivery Method '{0}' not defined.

COURSE IMPORT ERROR MESSAGES

Lowest Course Fee charged cannot be greater than Highest Course Fee charged.

Lowest Course Fee is not a valid decimal number.

Lowest Course Fee is required.

LVA course dates are provided but NOT required.

LVA course dates are required.

LVA delivery method interactivity is provided but not required.

LVA delivery method interactivity is required.

LVA Other delivery method NOT selected but other description is provided.

LVA Other delivery method selected but no description is provided.

Other Course Fee is not a valid decimal number.

Other Course Fee is required.

Other information record is required. It is either missing or references an incorrect course/segment number.

Percentage of Attorneys attending is required.

Professional Responsibility scope is set to entire course, therefore one segment record is required.

Professional Responsibility scope is set to none, but at least one segment record is specified.

Professional Responsibility scope is set to part of the course, therefore at least one segment record is required.

Professional responsibility topic code '{0}' is invalid.

Provider must be primary sponsor of course in order to submit course for general CLE credit.

Publish Course Flag is required.

Publish Course Flag must be either 'N' or 'Y'.

Publish Course URL Flag is required.

Publish Course URL Flag must be either 'N' or 'Y'.

COURSE IMPORT ERROR MESSAGES

Recorded Delivery Method '{0}' not defined.

Recorded Media Availability end date is required.

Recorded Media Availability end date must be no more than 2 yrs minus a day from the Recorded Media Availability start date.

Recorded Media Availability end date must be on or after the Recorded Media Availability start date.

Recorded Media Availability start date is required.

Recorded Media Availability start date must be on or after course start date.

Resources record is required. It is either missing or references an incorrect course/segment number.

RVA delivery method interactivity is provided but not required.

RVA delivery method interactivity is required.

RVA media availability dates are provided but NOT required.

RVA media availability dates are required.

RVA Other delivery method NOT selected but other description is provided.

RVA Other delivery method selected but no description is provided.

Sample Course Flag is required.

Sample Course must be imported as 'Draft' and submitted via the provider portal after required documents are attached.

Segment has an action of {0} that is incompatible with course action/disposition {1}.

Segment Number is required.

Teaching method code '{0}' is invalid.

The course is in a state ({0}) that does not allow import process to create segments.

The duration of this segment {0} must be between 0.25 hrs and 12.00 hrs inclusive.

The segment import action must be 'COMPLETE' when adding to a course that is approved.

The total requested professional responsibility hours {0} cannot exceed the total requested general CLE

COURSE IMPORT ERROR MESSAGES

hours {1}.

The total requested professional responsibility hours {0} for this segment must be between 0.25 hrs and 99.75 hrs inclusive.

The total requested professional responsibility hours {0} for this segment cannot exceed the duration of the segment {1}.

Total General CLE Hours cannot be zero.

Total General CLE Hours is required.

VARIOUS ADDRESS RELATED error messages.

7.4 Course Attendance Import Error Messages

For indicators {0} or {1} the system substitutes the actual value(s) related to the error message. Error messages are listed in alphabetical order.

COURSE ATTENDANCE IMPORT ERROR MESSAGES

The course referenced by this course attendance record does not exist.

Course attendance already reported via the web interface and cannot be updated.

Course attendance cannot be reported yet as course start date has not yet occurred.

Course attendance cannot be reported because the reporting period specified is not a valid reporting period for this course.

Reporting year must be between 2010 and 2050 inclusive.

Reporting quarter must be between 1 and 4 inclusive.

Course attendance delivery method category must be specified.

Course attendance delivery method category must be either LVA or RVA.

Course Number is required.

Course Number referenced by course attendance record does not exist.

Course Number referenced by course attendance record is entered in PCAM multiple times.

COURSE ATTENDANCE IMPORT ERROR MESSAGES

Course Number referenced by course attendance record does not exist.

IL Attorneys approved for hardship is required and must be at least zero.

IL Attorneys requesting hardship is required and must be at least zero.

IL Attorneys attending is required and must be at least zero.

Total attorneys is required and must be at least zero.

Total number of IL Attorneys attending cannot exceed total number of course attendees.

Number of IL Attorneys requesting hardship cannot exceed number of course attendees.

Number of IL Attorneys requesting hardship cannot exceed number of IL course attendees.

Number of IL Attorneys approved for hardship cannot exceed number of course attendees.

Number of IL Attorneys approved for hardship cannot exceed number of IL course attendees.

Number of IL Attorneys approved for hardship cannot exceed number of IL attorneys requesting hardship.

Course attendance workflow is in an unknown disposition and cannot be updated via the import process.