

PCAM Navigation Chart

Navigation Headings	Dropdown Selection	Action
HOME		Office Dashboard. Displays all categories that need attention. Each task item contains a deadline date to keep you on track.
COURSES	Add A Course	Create and submit individual course information.
	Manage Courses	View all of your courses. For individual course providers, we have preloaded all of your 2010 approved courses. Over time you will be able to view all of your courses in any disposition state (Draft, Waiting for Payment, Approved, etc.).
	Import Courses	Currently enabled only for Providers who have already contacted the MCLE Board about batch processing. Due to the complexity of the specifications this process is recommended only for Providers offering 50+ courses annually. For a copy of the specifications see Batch Processing Specifications .
	Import Course Attendance	See above regarding Import Courses.
PAYMENTS	Pay for Unpaid Items	Cart annual fee and attendance fees for payment.
	Pay for All Unpaid Items	Cart all items not previously carted.
	Find A Charge	Find a charge that you have carted.
	Find A Payment	Find a payment that has been applied to a charge.
CORRESPONDENCE	Correspondence	The MCLE Board will send communications about courses and attendance reporting by email to all contacts. In Correspondence you can view those same messages by clicking on the message and viewing it at the bottom of the screen.
REPORTING	File Quarterly Report	Enter attendance reporting for courses by quarter. <i>New!</i> The MCLE Board will now require providers to enter course attendance numbers for all approved courses, but only providers who charged attorneys to attend their courses will be required to pay the \$1.00 per hour/per attorney attendance fee.
	Annual Reports	Complete your Annual Report in this online process. During this process you will be prompted to designate 3 approved courses from your Manage Courses list held in your annual accreditation period as Sample Courses. It is required that you upload an agenda, faculty information and written materials to each Sample Course.
	Extract Approved Courses	Create a report of all of your approved courses. You may export the report to another file format for editing.
ADMINISTRATION	Manage Profile	Edit and change your general information. PCAM is defaulted to publish your provider information and courses. If you prefer not to publish this information, you can deselect that option here.
	Manage Contacts	Add or edit authorized contacts. Change passwords. You may select certain Roles for certain contacts who perform various functions, or designate one contact to perform all tasks.
	ACLEP Applications	If you became an ACLEP post-PCAM, your ACLEP application can be found here.
QUESTIONS?		Go to the MCLE Board's knowledgebase of Answers to search for an Answer or login to Ask A Question.

