



Annual Reporting Period: 1/1/2009 – 12/31/2009

Provider Name:

Address:

City/State/Zip:

Phone:

Website:

Name and Title of Contact Person:

E-Mail Address of Contact Person:

REQUIRED ANSWERS

1. Provider Type

In-House Provider

Non-In-House Provider

Courses offered by In-house Providers, such as law firms, corporate legal departments, government agencies or similar entities, exclusively to the attorneys and others employed by it, must have at least five *simultaneous* attorney attendees (not counting the faculty) to qualify for IL MCLE credit.

2. Delivery Method(s) and Interactivity

Please identify the method of presentations for which Accredited CLE Provider status is sought (check all that apply):

FIRWP = live faculty in room with participants

LVA = live video/audio

live webinar

live teleconference

live videoconference

RVA = recorded video/audio

on-line on-demand

webcast

CD

DVD

MP3

Podcast

other, describe:

For each method of presentation identified above, please describe in the text box provided below, how each method has interactivity as a key component. “Interactivity” must include: (1) the opportunity for each participating attorney to ask a question; and (2) within a reasonable time, receive a response from a person who, by education and/or experience, is qualified to answer questions in the subject area of the course or activity. In addressing this “interactivity” issue, a provider must describe the exact means by which “interactivity as a key component” is achieved. **Interactivity Description (required):**

3. Evaluation Form Summary

Describe what the provider has learned from reviewing the course evaluations for this period and what changes the provider plans to make in response to those evaluations:

4. Financial Hardship Policy (required only for providers who charge attorneys to attend their CLE courses)

Describe, or attach to your email submission of the Annual Report, a copy of your organization's financial hardship policy and procedures. Include the specific application procedures and the eligibility requirements for such aid. Providers who do not have or do not provide a financial hardship policy for courses offered for a fee are ineligible for accreditation as Accredited CLE Providers.



MCLE Board of the Supreme Court of Illinois
ACCREDITED CLE PROVIDER ANNUAL REPORT

COURSE INFORMATION - Sample Course #1

(course must have been held between 1/1/09 – 12/31/09)

Title of course:

Date(s) of course: _____ to _____ **City/State of course** (live courses only):

Delivery method used (check all that apply):

- FIRWP = live faculty in room with participants
- LVA = live video/audio
 - live webinar live teleconference live videoconference
- RVA = recorded video/audio
 - on-line on-demand webcast CD DVD MP3 Podcast
 - other, describe:

Brief course description:

Fee charged for course, if applicable: _____ (lowest) to _____ (highest)

Any fee charged in conjunction with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

Total hours of CLE instruction:

CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (Illinois S. Ct. Rule 795(e)(2).)

Description of audience to which the course was directed and advertised:

Method of evaluating the course: participant critique independent evaluation

Admission restrictions, if any:

Submit the following documents electronically for the above referenced course (See instructions page):

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably 25-50 pages)



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COURSE INFORMATION - Sample Course #2

(course must have been held between 1/1/09 – 12/31/09)

Title of course:

Date(s) of course: _____ to _____ **City/State of course** (live courses only):

Delivery method used (check all that apply):

- FIRWP = live faculty in room with participants
- LVA = live video/audio
 - live webinar live teleconference live videoconference
- RVA = recorded video/audio
 - on-line on-demand webcast CD DVD MP3 Podcast
 - other, describe:

Brief course description:

Fee charged for course, if applicable: _____ (lowest) to _____ (highest)
Any fee charged in conjunction with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

Total hours of CLE instruction:
CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (Illinois S. Ct. Rule 795(e)(2).)

Description of audience to which the course was directed and advertised:

Method of evaluating the course: participant critique independent evaluation

Admission restrictions, if any:

Submit the following documents electronically for the above referenced course (See instructions page):

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably 25-50 pages)



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COURSE INFORMATION - Sample Course #3

(course must have been held between 1/1/09 – 12/31/09)

Title of course:

Date(s) of course: _____ to _____ **City/State of course** (live courses only):

Delivery method used (check all that apply):

- FIRWP = live faculty in room with participants
- LVA = live video/audio
 - live webinar live teleconference live videoconference
- RVA = recorded video/audio
 - on-line on-demand webcast CD DVD MP3 Podcast
 - other, describe:

Brief course description:

Fee charged for course, if applicable: _____ (lowest) to _____ (highest)

Any fee charged in conjunction with a CLE program, whether it is for the cost of the venue, food, copies, etc., is considered a charge for the course.

Total hours of CLE instruction:

CLE hours are based on a 60-minute hour and are rounded-down to the nearest quarter-hour. When calculating CLE hours, do not include: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings. (Illinois S. Ct. Rule 795(e)(2).)

Description of audience to which the course was directed and advertised:

Method of evaluating the course: participant critique independent evaluation

Admission restrictions, if any:

Submit the following documents electronically for the above referenced course (See instructions page):

- ✓ Timed agenda/outline of course;
- ✓ Brochure or advertisement, if available;
- ✓ Faculty name(s) and credentials, including educational background/degrees; and
- ✓ Set of written materials distributed for the course or a representative sample (preferably 25-50 pages)