



PROVIDER ILLINOIS MCLE COURSE CHECKLIST

Course Title: _____

Course Date(s): _____ Location: _____

All Courses Must Have:

- Significant intellectual, educational or practical content to increase attorney's competency.** Rule 795(a)(1).
- Content that deals primarily with matters related to the practice of law.** Rule 795(a)(2).
- Type of CLE Credit:** (1) General credit--applies to all general legal topics; *and/or* (2) Professionalism credit--applies to courses pertaining to diversity issues, mental illness and addiction issues, civility, or ethical obligations of attorneys (courses offering professionalism credit must receive approval by the Illinois Supreme Court Commission on Professionalism (www.ilsccp.org)). Rule 794(d).
- Qualified faculty.** Rule 795(a)(4).
- Agenda listing starting and ending times, as well as time provided for breaks and meals.** A course must include at least one-half hour of instruction. Rule 795(a)(7). Illinois CLE credit is based on a 60-minute hour rounded down to the nearest quarter hour. The following are not counted for CLE credit: introductory and closing remarks; keynote speeches; meal time; breaks; and business meetings. Rule 795(e).
- Written materials** supporting the course made available to participants. Rule 795(a)(5).
- Accreditation for each delivery method:** faculty in room; live video or audio; recorded video or audio; other.
- Interactivity for each delivery method:** availability of faculty during course; phone access to qualified commentator; email or chat access to qualified commentator; *or* other. Rule 795(a)(6).
- Attendance list** with attorney names and ARDC Registration Number (need to be maintained for 3 years). Rule 795(a)(8). (See [Sample Form 3.](#))

Once the Course Concludes, Provider Must Issue:

- Attendance certificates to Illinois attorneys requesting credit.** Rule 795(a)(8). (See [Sample Form 4.](#))
- Teaching certificates to Illinois attorneys who taught the course or activity.** 795(d)(5). (See [Sample Form 10a](#) or [Sample Form 10b.](#))

If the Provider Charges Attorneys a Fee to Attend the Course or Activity, the Provider Must Submit to the MCLE Board of the Supreme Court of Illinois:

- Attendance records and a fee of \$1.00 per hour/per Illinois attorney obtaining credit.¹** (See [Fee Schedule.](#))

¹ **Update on attendance fee submission as of December 6, 2007:** As of November 1, 2007, the MCLE Board is no longer accepting applications for courses presented in 2006. In late January 2008, providers who accredited 2006 courses *and* charged attorneys to attend will need to pay the \$1.00 per hour fee for each Illinois lawyer requesting Illinois MCLE credit for the course and submit the accompanying attendance rosters. In early or mid-January 2008, information will be sent to all e-mail addresses from the individual course applications that have already been received. More information will be posted on the Board's web site in coming weeks. Individual course applications for courses presented in 2007 must be submitted by March 1, 2008. As of March 2, 2008, the Board will no longer accept applications for courses presented in 2007 and individual course applications must be submitted within 60 days of the course date to be eligible for accreditation.