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Purpose of this Website

The information contained in this Website is provided for the information and use by Illinois attorneys, CLE course providers and other internet users. It contains one method for an attorney to report their MCLE status to the Board and it permits providers of CLE the opportunity to seek Board accreditation and to pay required fees. This Website is a public resource of general information that is intended, but not guaranteed, to be correct and complete. It is not intended to be a source of legal advice. This Website and its Content are not intended to create an attorney-client relationship. The reader should not rely or act upon any information in this site without seeking professional legal counsel.

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Additional Terms

You agree to comply with all rules, laws, and regulations that are applicable to your use of the Website, including, without limitation, all applicable laws, rules, and regulations governing your transmission or use of any software or data. If any provision of these Terms is found to be invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the remaining provision of these Terms, which will remain in full force and effect. The section titles in these Terms are for your convenience only and do not have any legal or contractual effect.

You understand and agree that The Board will determine your compliance with these Terms in its sole discretion. Any violation of these Terms may result in restrictions on your access to all or part of the Website and may be referred to law enforcement authorities. The Board’s failure to insist upon or enforce strict performance of any provision of this agreement shall not be construed as a waiver of any provision or right. No waiver of any of these Terms shall be deemed a further or continuing waiver of such term or condition or any other term or condition. The Board reserves the right, in its sole discretion, to modify or discontinue this Website, or any portion of the Website without notice to you or any third party. Upon termination of your membership or access to the Website, or upon demand by The Board, you must destroy all materials obtained from this Website and all related documentation.

We reserve the right, in our sole discretion, to modify, alter, or otherwise change these Terms. We will post any changes to these Terms on this Website. Your continued use of this Website after the posting of any change in the Terms will constitute your acceptance to be bound by any such changes. The Effective Date of these Terms is July 1, 2010.
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This Privacy Policy applies to the Board’s Website and governs data collection and usage. Please also read our Terms of Use, which governs your use of the Website. Please note that this Privacy Policy only covers information collected on the Website and does not cover any information collected by us offline or elsewhere. Your use of the Website indicates to us that you have read and accept our Privacy Policy.

The Board does not intentionally collect information at our web sites from those we know are under 13 years of age, and no part of our web site is intended to attract anyone under 13 years of age.

Voluntarily Submitted Information

Generally, Illinois licensed attorneys report their MCLE status to the MCLE Board every two years. This compliance report can be made in writing or by using the Board’s website. The Board retains your MCLE status report and information you provided about any non-traditional activities. The MCLE Board also collects and retains information provided by attorneys requesting accreditation of out-of-state courses through the Attorney Out-of-State Application (AOSC) process available on the Board’s website. The Board does not share this personally identifiable information collected through the Website with others except as set forth below or elsewhere in this Privacy Policy:

1. The Board will transmit to the Attorney Registration & Disciplinary Commission (ARDC) the identity of attorneys who are not in compliance with the MCLE Requirements. The Board will also transmit to the ARDC the identity of previously reported attorneys who have returned to compliance with the MCLE requirements.
2. We may share your contact information, including email addresses, with other entities of the Supreme Court of Illinois.
3. When you use the Board’s online payment services and pay by credit card, you will be asked to submit the cardholder’s name, address, account number, security code (CVV) and card expiration date. This information is sent directly to the Board’s gateway (Authorize.Net) and United Bank Card (UBC). A portion of the information necessary to reconcile accounts is returned to the Board.
4. We may share information with others to provide a product or service you have requested. For example, the Board uses Illinois National Bank to process checks, remittance forms and compliance forms and uses United Bank Card and Authorize.Net to process credit card transactions. The Board uses an outside printer to print and mail Compliance forms and other
written correspondence to attorneys. These companies are legally required to keep your information confidential.

5. We may use your personally identifiable information to answer a question or provide you with requested information, for internal regulatory purposes, to contact you in our discretion regarding your use of the Website or changes to our Terms of Use or Privacy Policy or for other purposes disclosed at the time you submit your information.

6. We may disclose information (a) in furtherance of the Board’s duties, (b) upon written request and consent of the persons affected, (c) pursuant to a proper subpoena *duces tecum*, or (d) as order by a court of competent jurisdiction. Rule 797.

In order to accredit courses for Illinois MCLE credit, course providers enter information regarding their entity and CLE courses at will. The Board retains this information and makes it available publicly on its Website to be searched by public users to locate accredited providers and approved courses, unless the provider indicates it does not wish to publish provider or course information in its online Provider Course Accreditation Management (“PCAM”) profile or course information entered into PCAM. If a provider indicates, when entering a course into PCAM, that the provider wishes to have that course accredited for Professional Responsibility credit, the Board makes available to Commission on Professionalism (the Commission) the information entered into PCAM regarding the provider and that course.

1. Providers are required to supply contact information for at least one designated contact responsible for course accreditation. We may use that information to contact that person and any designated contact. The Commission may also use that information to contact providers regarding courses for which Professional Responsibility credit is requested.

2. When you use that Board’s online payment services and pay by credit card, you will be asked to submit the cardholder’s name, address, account number, security code (CVV) and card expiration date. This information is sent directly to the Board’s gateway (Authorize.Net) and United Bank Card (UBC). A portion of the information necessary to reconcile accounts is returned to the Board.

3. The Board uses Illinois National Bank to process checks and remittance forms and uses United Bank Card and Authorize.Net to process credit card transactions. These companies are legally required to keep your information confidential.

All communications with providers regarding accreditation decisions are confidential and maintained as part of the provider’s PCAM file on computers maintained by the Board. We do not sell provider information to any other entity. The Board will disclose this information only (a) in furtherance of the duties of the Board, (b) upon written request and consent of the persons affected, (c) pursuant to a proper subpoena *duces tecum*, or (d) as ordered by a court of competent jurisdiction. Rule 797.
Personally Identifiable Information Obtained from Others

As a unit of the Supreme Court of Illinois, the Board obtains personally identifiable information from the ARDC. The Board receives registration information that is used to administer the Minimum Continuing Legal Education Program. The Board does not receive information from the ARDC regarding disciplinary investigations or proceedings. This personally identifiable information provided by the ARDC includes the attorney’s name, ARDC registration number, contact information, ARDC registration status, birth date, gender, law school attended, name change information, and date admitted to the Illinois bar.

We keep this all personally identifiable information (whether supplied by you or by the ARDC) under physical, electronic and procedural controls that comply with or exceed industry and government standards. We authorize our employees, agents and contractors to access information about you only when they need it to do their work for us. We require companies working for us to protect information. They agree to use it only to provide the services we ask them to perform for us. The Board also secures your personal information during transmission by using Secure Socket Layer (SSL) software that encrypts information you input. We do not receive or retain complete credit card numbers on our computers. Instead, your credit card information is transmitted directly to Authorize.Net and then to United Bank Card. We will retain only an unusable portion of some of the digits of your credit card when confirming a transaction. Authorize.Net and United Bank Card make available to the Board the first six and last four digits of your credit card only.

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When you visit or download information from this Website, the Board uses Google Analytics to automatically collect non-personally identifiable website usage information that describes how our visitors use and navigate the Website. It can include the number and frequency of visitors to each web page, the length of their stays on each page, browser type, referrer data that identifies the web page visited prior and subsequent to visiting the Website and IP address. This statistical information is disclosed to others but does not identify you personally. See www.google.com.

Other

If you use this Website, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. The Board reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

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