



September 29, 2017

## Provider Newsletter

News and tips about PCAM and more . . .

### Topics:

1. In the spotlight: Attorneys can view your approved course info
2. Open to the Public/Not Open to the Public? Why it matters
3. Course fields you can edit in PCAM after a course is approved

### 1. In the spotlight: Attorneys can view your approved course info

As a service to Illinois attorneys, the MCLE Board publishes all approved CLE courses on its website. By using our [Find A Course or Provider](#) search, attorneys can look for CLE courses or confirm accreditation of a course they attended. Search results display course titles, descriptions, accredited hours, live or recorded availability, cost and whether or not the course is open to the public. Just a reminder as you enter course information in PCAM.

### 2. Open to the Public/Not Open to the Public? Why it matters

Because attorneys can find all approved courses on our website, it's good to know the difference between marking your course(s) as Open to the Public or Not Open to the Public.

- **Open to the Public:** means the course is open to any attorney who wishes to attend;
- **Not Open to the Public:** means the course is private. Attendance is limited to members, in-house attorneys, or an invited audience.

Here's why that matters . . . many attorneys specifically search for free courses that are Open to Public. For your courses that are Open to the Public (fee or no fee), you should enter a weblink to the place on your website where the course is located, or enter a contact name and phone number in the course description.

Not certain if you incorrectly marked a course as Open to the Public? Here's how you check then edit the approved course in PCAM to select Not Open to the Public as needed.

First, view your courses on our website. Search your provider name on our [Find a Course or Provider](#) webpage. When the result displays, click your provider name (it is a link that is bolded

and underlined). A list of your approved courses will display in a grid. The far right column indicates whether or not the course is open to the public. Click on the course title to view details.

Second, to change the Public indicator, log into PCAM. Locate the course on your course list. Select the Edit icon (blue pencil). On the course General Information page, under “Open to the Public?” Make your selection: “Yes” or “No.” Below the course description field, you can add or remove the site link. **Important:** you must select the “Next” button at the bottom of every page to save your edits and “Finish” on the final review page.

### 3. Fields you can edit in PCAM after a course is approved

Once a course is approved, the provider can edit these course data fields only:

- Change whether the course is Open to the Public? Yes or No
- Add or edit a course site link
- Request professional responsibility credit for review by the Commission on Professionalism
- Edit the course location
- Change the end date of a recorded course to an earlier date than originally entered – for example, if the provider decides the material is no longer relevant
- Withdraw a cancelled course *on or before* the course start date. On your PCAM course list, select the Withdraw icon (piece of paper with purple arrow) to the left of the course title
- Edit Other MCLE State’s accreditation status indicator
- Mark the course as a sample course for an annual report (Accredited Providers only)

Need to edit any of this information for an approved course? Log into PCAM then locate the course on your course list. Select the Edit icon (blue pencil). **Important:** As you make edits, you must select the “Next” button at the bottom of every page to save your edits and “Finish” on the final review page.

See our FAQ: [What course data can I edit after a course is in Approved status?](#)

Any questions? Go to [www.mcleboard.org](http://www.mcleboard.org) and select Contact to Send us a Message, or call us during telephone hours – Monday through Friday (except Illinois Supreme Court Holidays), 8:45 a.m. to 4:15 p.m. CT at (312) 924-2420.

MCLE Board of the Supreme Court of Illinois