



June 28, 2019

News you can use...

Schedule for Attorney Attendance Record Keeping and Reporting Changes

Dear Illinois MCLE Course Providers,

M6 (June) 2019 attendance due July 31, 2019 -- No change to attendance reporting format!



Remember to enter in PCAM attorney attendance numbers, and pay attendance fees, as you currently do for all credit earned through June 30, 2019. Most providers will also have to pay the \$0.75 per attorney, per approved credit hour fee.¹

M7 (July) 2019 attendance due August 31, 2019 -- NEW attendance reporting format!



Beginning in early August, 2019 there will be new attendance reporting pages in PCAM. Providers will begin reporting individual attorney attendance earned on or after July 1, 2019. Attorney attendance information to be entered will include the attorney's name, ARDC registration number, completion date and actual CLE hours earned, including professional responsibility hours. Most providers will also have to pay the \$0.75 per attorney, per approved credit hour fee.¹



Sneak Peek! View this 20 minute video for a preview of what [PCAM's new attendance reporting format](#) will look like in August, 2019.

NEW! August, 2019 PCAM Changes...

Beginning August 1, 2019, only attorney-specific data will be entered into PCAM. This means that you will no longer report 0 (zero) for courses in which there were no Illinois-licensed attorneys in attendance.

¹ Excludes certain entity types set by the Fee Schedule: (1) Bar Associations & Professional Organizations with equal or greater than 50% Illinois attorney membership; (2) Government; (3) Nonprofits training lawyers who have agreed to provide pro bono services; and (4) Lawyers' Assistance Program.

Providers will have two options to enter attendance data:

1. keystroke each attorney's attendance; or
2. batch import a file containing attorney-specific data in a specified format. The batch import process efficiently loads multiple attendees' information into PCAM at one time.

To assist you with gathering and processing attorney-specific attendance information we have provided the following:

1. A revised [Form 3, Attendance Form](#);
2. [Attendance Import Interface instructions](#) for tech savvy providers who wish to batch import (upload attendance information in a specific formatted file); and

In July, we will post an instructional guide and additional videos to demonstrate the entry process. Check our [website](#) for updates. We've also started some FAQs to answer questions you are likely to have as you learn more about the new rules (see below).

NEW! Attendance Reporting FAQs:

What is an ARDC number?

The Attorney Registration & Disciplinary Commission ("ARDC") issues each attorney a unique, 7-digit ID as part of the admission process. This is the attorney's Illinois law license number. The ARDC number is not a bar or association membership number as those organizations are separate and voluntary membership groups. If a number is not seven digits, it is not an ARDC number.

This number must be obtained from the attorney. An attorney's ARDC number is not public information. Be prepared to put into place mechanisms to ensure you are getting that number directly from the attorney.

If there are no Illinois attorneys in attendance, will we be required to report zero (0) attendance for that course?

No. You will only report attendance for attorneys who actually attend a course. Stated otherwise; if no Illinois-licensed attorney attended a credit eligible course, no attendance data is reported—you will not enter 0 (zero).

Will the attendance fees change?

No. Most providers will continue to pay an attorney attendance fee of \$0.75 per accredited credit hour for each Illinois-licensed attorney who attended the course. Some categories of providers are excluded, see the [Fee Schedule](#).

Will the attendance reporting deadline and late fee change?

No. The attendance deadline will remain as the last day of the month, following the month in which the attorney completed the course. For example, M7 2019 attendance needs to be reported and attendance fee received by August 31, 2019. You will no longer

have to wait to enter recorded on-demand course attendance. You can enter live and recorded attendance any time after an attorney(s) completes the course.

The Board will waive the \$25 fee for late entry of attendance data for courses held from July 1, 2019 through December 31, 2019, with corresponding monthly attendance deadlines August 31, 2019 through January 31, 2020, respectively, to allow providers to become familiar with the new attendance reporting system. Attendance late fees will resume for courses offered on or after January 1, 2020.

How will PCAM change?

Online attendance entry will be more intuitive. You'll see a new tab in the top navigation menu in PCAM titled "Attorney Attendance." Using this tab, you can: (1) Report Attorney Attendance; (2) Import Attorney Attendance; or (3) perform an Attorney Search of attorneys you have previously reported. Instructional videos will be posted on our website this summer to assist you.

Will I have to report teachers in PCAM?

Yes. Providers will enter all Illinois attorneys who are teachers, both individual and panelists. Once you enter the course or session taught and the teacher(s) ARDC number, PCAM will automatically calculate teaching credit earned. PCAM will generate a teaching certificate in PDF format for you to give to the attorney in hard copy or electronically.

As is the case now, there will be no reporting fees for teaching credit. But effective January 1, 2020, a late reporting fee will be assessed when a provider enters attorney teaching credit after the attendance entry deadline.

Can I print Certificates of Attendance and Teaching?

Yes. After you submit an attorney's attendance or teaching information, you can generate a customized certificate in PCAM. The certificate will open in PDF format.

When will attorneys be able to view the attendance I report?

At this time, attorneys will not have a portal to view your entries. The rule change requires that providers enter individual attorney attendance as well as keep attendance records for at least three years after the course ends. Should an attorney be audited, we will have accurate course attendance data from course providers and, if needed, can request the attendance records that you are maintaining. This will streamline the attorney audit process.

NEW! Fee Schedule Changes

The Supreme Court of Illinois has approved certain changes to the Fee Schedule effective, July 1, 2019. However, given the changes in the Rules for attendance reporting, **the Board has chosen to delay the implementation of those fee until January 1, 2020** to give providers an opportunity to become acquainted with these changes before late fees are incurred.

The changes to the Fee Schedule are as follows:

NEW! All Providers, new fee:

Fees must be received by the MCLE Board no later than the due date in this schedule or as otherwise stated in the rule.

Administrative fee, PCAM account reinstatement after termination or suspension	\$250.00
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NEW! Annual Accredited CLE Providers, new fees:

Annual report late fee: Accredited CLE Provider Annual Report received by the Board more than 31 days after the annual accreditation period ends:

Category A.1.a. Bar associations or professional organizations with equal to or greater than 50% Illinois licensed attorney membership; government entities, defined as federal, state, or local units of government, nonprofits offering courses or activities designed to train lawyers who have agreed to provide pro bono services, and Lawyers' Assistance Program	\$100.00
Category A.1.b. All other CLE Providers (includes CLE course providers, law firms, for-profit businesses and not-for-profit entities, et al.)	\$500.00

Administrative fee to re-open annual report: applies to provider-initiated changes made to annual reports more than 31 days after the report is received by the Board, such as entering courses from any previous annual accreditation period:

Category A.1.a. Bar associations or professional organizations with equal to or greater than 50% Illinois licensed attorney membership; government entities, defined as federal, state, or local units of government, nonprofits offering courses or activities designed to train lawyers who have agreed to provide pro bono services, and Lawyers' Assistance Program	\$100.00
Category A.1.b. All other CLE Providers (includes CLE course providers, law firms, for-profit businesses and not-for-profit entities, et al.)	\$500.00

NEW! Bar Association Meetings and Fees



Under Construction! PCAM pages to enter bar association meetings and resulting attorney attendance will roll out in Fall, 2019. More to come...

Please keep track of bar association meetings. Beginning July 1, 2019, bar associations and professional organizations who conduct meetings of one hour or less at which substantive law, matters of practice, professionalism, diversity and inclusion, mental health and substance abuse, civility, or legal ethics are discussed and conform to MCLE Rules 795(a)(1) and (2), will have new responsibilities. These entities will need to enter their meetings in PCAM and report attendance in the same manner described above for CLE courses. [MCLE Rule 795\(d\)\(3\)](#).

While no attendance fees will be charged for bar association meetings, late entry of the meeting and its attendance data will incur late fees. However, given these new requirements for bar association meetings, the Board has chosen to delay the implementation of those fees until January 1, 2020.

Late entry of Bar Association Meeting. Each meeting submitted in PCAM after the meeting start date	\$25.00
Late entry of attendance for bar association meetings. Attorney attendance entered in PCAM after the last day of the month in which the attorney attended the meeting	\$25.00

Fees must be received by the MCLE Board no later than the due date in the Fee Schedule or as otherwise stated in the rule.

Contact Us

Any questions? Go to 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