

## ACCREDITED PROVIDERS RESPONSIBILITIES AND COURSE CHECKLIST

Accredited Providers must comply with Illinois Supreme Court Rules 790-798, including presenting CLE courses according to Rule 795(a) and issuing MCLE credit according to Rule 795(e).

For each accreditation year, providers must submit an annual report in PCAM. The provider must enter **all** courses held in that year for which Illinois MCLE credit was issued or the provider anticipates that credits will be issued, report attendance for all of those courses, pay the resulting attendance fees required by entity type, and pay the correct annual fee for the next accreditation year. Continued accreditation depends on approval of the previous year's annual report. See [Fee Schedule](#).

This Checklist is designed as a reference tool to assist you with course requirements and your course responsibilities.

**Course Title:**

**Date(s) & Location:**

### Course Checklist – Each Course Must Have:

	<b>Significant intellectual, educational or practical content and its primary objective must be to increase participant's competence as attorney <u>and</u> deals primarily with matters related to the practice of law.</b> Rules 795(a)(1) & (2), 795(d)(4).
	<b>Qualified faculty:</b> An individual or group qualified by practical or academic experience. Rule 795(a)(4).*
	<b>Timed agenda with each segment's start/end times, break times, and meal times, with</b> at least 30 minutes of instruction. Illinois CLE credit uses a 60-minute hour rounded <i>down</i> to the nearest quarter hour. No credit for introductory and closing remarks; keynote speeches; meal time; breaks; business meetings. Rules 795(a)(7), 795(e).*
	<b>Written materials</b> reflecting course content made available to participants before or at the course. Rule 795(a)(5).*
	<b>Accreditation for each delivery method used:</b> Faculty in room; live - technology; or recorded -technology.
	<b>Interactivity for each delivery method used:</b> Availability of faculty during course; phone access to qualified commentator; email or chat access to qualified commentator; <i>or</i> other. Rule 795(a)(6).
	<b>A financial hardship policy</b> ( <i>for fee-based courses only</i> ): Policy needs to offers assistance to any attorney with demonstrated hardship, specifies how to apply, and lists a contact person for that application. Rule 795(f).*
	<b>All rights and permissions secured:</b> provider must confirm in its annual report that it owns or has obtained all necessary rights and permissions to use its course's content (including written materials).
	<i>For in-house courses only</i> (courses offered by law firms, corporate legal departments, government agencies limited to their owners or employees): No credit can be offered for discussions relating to the handling of specific cases, or issues relating to the management of the entity. Effective July 1, 2017 in-house courses no longer require five attorney learners (live and recorded format). Rule 795(d)(1)(v), amended eff. July 1, 2017.

\*Required documents for annual report. Each year the provider needs to mark three courses as sample courses for the annual review process. For each sample course in the annual report, you need to attach these required documents.

### Responsibilities – For Each Approved Course, Provider Must:

	<b>Create attendance list</b> during course with attorney participant names, ARDC numbers, and course segments attended. <b>Retain this list</b> for three years after course date. Rule 795(a)(8). (See MCLE Provider Form 3.)
	<b>Issue attendance certificates</b> to all participants requesting Illinois CLE credit. Rule 795(a)(8). (See MCLE Provider Form 4.)
	<b>Issue teaching certificates</b> to Illinois-licensed attorneys who taught the course. Rule 795(d)(5). (See MCLE Provider Form 10a1 (Individual teacher) or Form 10a2 (Panelist teachers).)
	<b>Ask participants to complete evaluations</b> on course content, instruction, and written materials. <b>Retain those evaluations</b> for three years after the course end date. (See MCLE Provider Form 12.)
	<b>REPORT MONTHLY ATTENDANCE - DEADLINES and FEES:</b> Submit attendance data in PCAM and pay attendance fees so the Board receives that payment by the Attendance Deadline. The Attendance Deadline is the last day of the month after the month in which (1) the live course ended or (2) the recorded course was listed in PCAM as credit eligible. <ul style="list-style-type: none"> <li>• Attendance fee: \$0.75 per hour/per attorney receiving Illinois credit. All providers pay this fee except entity types: Bar Associations and Professional Organizations with greater than 50% Illinois attorney membership; Government; Nonprofits offering courses designed to train lawyers who have agreed to provide pro bono services; and Lawyers' Assistance Program. (MCLE <a href="#">Fee Schedule</a>.)</li> <li>• Attendance late fee: A \$25 late fee is added to each course when: (1) attendance is not entered in PCAM by the Attendance Deadline, or (2) attendance fees are not received by the Board by the Attendance Deadline.</li> </ul>