



INDIVIDUAL COURSE PROVIDERS COURSE CHECKLIST AND RESPONSIBILITIES

Course applications are accepted electronically via PCAM. An application is submitted when: (1) all course data is entered in PCAM; (2) the MCLE Board receives the correct fee; and (3) PCAM displays the application as Completed For Review. To avoid late fees, the application must be submitted no later than the course start date.

CLE providers must comply with Illinois Supreme Court Rules 790-798, including presenting CLE courses under Rule 795(a) and issuing MCLE credit under Rule 795(e). Please keep this reference as it summarizes your responsibilities.

Course Title:

Date(s) & Location:

Course Checklist -- Each Course Needs:

	Significant intellectual, educational or practical content and its primary objective must be to increase participant's competence as an attorney <u>and</u> deals primarily with matters related to the practice of law. Rules 795(a)(1) & (2), 795(d)(4).
	Qualified faculty: An individual or group qualified by practical or academic experience. Rule 795(a)(4).
	Timed agenda with each segment's start/end times, break times, and meal times, with 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).
	Written materials reflecting course content made available to participants before or at the course. Rule 795(a)(5).
	Accreditation for each delivery method used: Faculty in room; live -technology; or recorded -technology.
	Interactivity for each delivery method used: 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).
	A financial hardship policy (<i>for fee-based courses only</i>): Policy needs to offer assistance to any attorney with demonstrated hardship, specifies how to apply, and lists a contact person for that application. Rule 795(f).
	All rights and permissions secured: Provider must confirm in its application 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.

Responsibilities -- For Each Approved Course, Provider Must:

	Create attendance list during course with attorney participant names, ARDC numbers, and course segments attended. Retain this list for three years after course end date. Rule 795(a)(8). (See MCLE Provider Form 3.)
	Issue attendance certificates to all attorneys requesting Illinois CLE credit. Rule 795(a)(8). (See MCLE Provider Form 4.)
	Issue teaching certificates to Illinois-licensed attorneys who taught the course. Rule 795(d)(5). (See MCLE Provider Form 10a1 (Individual teacher) or Form 10a2 (Panelist teachers).)
	Ask participants to complete evaluations on course content, instruction, and written materials. Retain those evaluations for three years after the course end date. (See MCLE Provider Form 12.)
	REPORT MONTHLY ATTENDANCE - DEADLINES and FEES: 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"> • 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 Fee Schedule.) • 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.