

December 19, 2016

*Happy Holidays from the MCLE
Board!*



Provider Newsletter

News and tips about PCAM and more . . .

Taking Time Off Later This Month? December 31 Attendance Deadline

An important reminder at this holiday time...all attendance for courses conducted in M11 (November), 2016 (both live and recorded format) are due no later than Saturday, December 31, 2016, 11:59 p.m. CT. That means the provider needs to enter attendance data in PCAM and the Board needs to receive all attendance fees by this deadline.

Remember, you can enter that attendance data now – that way, it's done before your office is closed for the holidays. November ended almost three weeks ago so you should already have November attendance data in hand.

If you need any guidance, please contact us now as our office will be closed: Monday, December 26; Saturday, December 31; Sunday, January 1; and Monday, January 2. And M12 (December), 2016 attendance is due January 31, 2017 so you will have all of January to submit that attendance.

Avoid Late Fees--PCAM Electronic payments process immediately!

Course application fees and attendance fees have strict deadlines. Data needs to be entered in PCAM and the Board must *receive* the corresponding fee before or on the stated deadline in the [Fee Schedule](#) or late fees are incurred.

Electronic payments made in PCAM by credit card, or eCheck (ACH transfer) are secure and process instantaneously – even on weekends or holidays. The MCLE Board accepts the following payment options:

CREDIT CARDS: Visa, MasterCard, Discovery, and *new!* American Express

eCHECK: ACH transfer

CHECK: Paper checks are the reason that many providers incur late fees. If you choose to mail paper checks, please allow plenty of extra time for delivery. Please remember that payments are not processed on weekends or federal holidays. If you choose to pay by check and it arrives after the deadline, late fees are assessed.

Please call us with any questions about using eCheck. It's easy and someone in your accounting department can be given access to PCAM just to make payments.

The tale of the mailed check . . .

Has this happened to you? You enter attendance in PCAM, print a remittance form and request a check from the accounting department. Your accounting department mails the check. The status of the attendance reported in PCAM is Payment Not Received.

After the first of the month, you login to PCAM. When you look at your PCAM Dashboard, the attendance you thought you reported and paid, is now listed as Ready For Payment -- you owe a \$25 attendance late fee per course, per delivery method, because your paper check was not received by the deadline. You contact the MCLE Board to inquire about the late fee and the Board confirms that its bank's lock box in Springfield, Illinois did not receive your mailed check by the Fee Schedule deadline. You learn that MCLE staff cannot waive fees or deadlines set in the Court's Fee Schedule. The \$25 attendance late fee would need to be paid or your PCAM account will be suspended.

Here's how to avoid this . . . enter data in PCAM and pay by credit card or eCheck before but no later than the Fee Schedule deadline. Credit card and eChecks process immediately so payments submitted by credit card or eCheck before or on the reporting deadline keep you from incurring late fees.

Any questions? Go to www.mcleboard.org and select Contact to Send us a Message, or call us during business 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