



June 10, 2016

Provider Newsletter

News and tips about PCAM and more . . .

Welcome to the MCLE Board's inaugural Provider Newsletter!

eCheck Payments Accepted

We have added eCheck (also called ACH) as a PCAM payment option. Secure and processed immediately, timely eCheck payments can eliminate late fees caused by mailing a check.

Monthly Attendance Deadline

As a reminder, every provider must report monthly attendance for all of its courses. That's true even if no Illinois attorneys attended—report zero (0) timely to avoid a late fee.

The monthly attendance deadline: the last day of the month following the month in which:

- (1) a live course ends, or
- (2) a recorded course is listed in PCAM as credit eligible.

Most providers owe an attorney attendance fee of \$0.75 per approved credit hour for each attorney requesting Illinois CLE credit. Attendance reporting is not complete until the MCLE Board receives the correct attendance fee. Certain categories of providers are excluded, see the [Fee Schedule](#).

A \$25 attendance late fee is charged for each course (live and recorded delivery methods) for which attendance data and fees are not reported and paid by the monthly attendance entry deadline.

Recorded Courses – End Date

You can edit any recorded course in PCAM so it is no longer credit eligible and no attendance report will be due after that month's report.

Here's what you do...in PCAM, locate the course, select the Edit icon to the left of the course title. On the Delivery Methods page, edit the recorded availability end date to the current date or a date in the future not to exceed the already entered media availability end date. *Important:* select the "Next" button on the bottom of every screen to save and advance the course. Select "Finish" on the final page to submit the change.

Find a Course or Provider – Attorney searches

Based on feedback from Illinois attorneys, the MCLE Board now publishes all approved course titles on its website. That means that providers cannot mark courses with an “intentionally left blank” title. This change helps attorneys search by a variety of criteria for courses that are approved for Illinois credit and on which they can rely to fulfill their MCLE requirements.

Mark your courses as “not open to the public,” if you offer courses to members only, limited audiences, or you are a government entity, corporate legal department or law firm that offers courses solely to its in-house staff.

Any questions? Go to www.mcleboard.org and select Contact to Send us a Message, or call us at (312) 924-2420.