

From: noreply@mcleboard.org
Sent: Tuesday, September 15, 2020 9:27 AM
To: bmitchell@piaba.org
Subject: Illinois MCLE Board - Approved, 2020 PIABA Annual Meeting...

Re: 2020 PIABA Annual Meeting
Live (faculty in room and/or live technology) start date: 10/20/2020,
Recorded-technology start date: N/A - end date: N/A

Contains new important information about attendance reporting--Please read carefully

Dear **Public Investors Arbitration Bar Association,**

This course is approved for **17.00 Illinois MCLE general credit hours**. Here is important information on your next steps.

If you requested professional responsibility (PR) credit: PCAM sent your PR request electronically to the Illinois Supreme Court Commission on Professionalism ("ILSCCP") for review. The Commission contacts you directly if needed. Visit 2civility.org to learn more or to contact them.

Monthly Attendance Reporting and Resulting Attorney Attendance Fee:

For this course, you must submit to the MCLE Board attorney names, ARDC numbers, completion date, and actual hours earned. Rule 795(a)(9). Instructional videos and documents at: [Provider > Support > New! Attorney Attendance Reporting for Providers](#).

LIVE course attendance due date: for a course ending in **M10-2020**, the provider must report attorney attendance in PCAM and pay the resulting attendance fee no later than **11/30/2020**.

RECORDED course attendance due date: for each month in which the course is accredited, you must report attorney attendance in PCAM and pay the attendance fee. Each month's deadline is the last day of the next month. *Example:* for recorded attendance in **M10-2020**, attorney attendance and the attendance fee must be received no later than **11/30/2020**.

Other Provider Responsibilities for This Course

When you first were granted PCAM access, you stated that you understood and would adhere to the MCLE Rules and Board policies on individual course accreditation. For this course, you must:

1. Enter course attendance into PCAM and pay the hourly attorney attendance fee promptly, but no later than the end of the month following the month in which (1) the live course ended, or (2) the recorded course was listed in PCAM as credit eligible. A \$25.00 late fee will be added to attendance entered or fee paid after the attendance reporting deadlines. Note: \$25 attendance late fees are waived for attendance at courses through December 31, 2019.
2. Issue Certificates of Attendance and Certificates of Teaching after the course ends;
3. Maintain a list of the names of the course participants for a period of at least three years after the course ends;
4. Distribute and collect evaluation forms at the course or promptly after the course ends and retain them for a period of at least three years; and

5. Respond to requests for information from the Board concerning the course, the attendance data and those in attendance.

Illinois is a self-reporting state so attorneys maintain their own MCLE compliance records. Attorneys rely on your attendance certificates and teaching certificates for accurate information to report when they total their hours and report their compliance to the Illinois MCLE Board.

Provider Forms

[Provider Questions & Forms](#) includes Attendance Record, Attendance Certificate, Teaching Certificate and Course Evaluation. These forms have fields for the PR requirements of diversity/inclusion and mental health/substance abuse. [MCLE Rule 794\(d\)\(2\)](#). See [Commission on Professionalism FAQs](#).

Important Issues Concerning Delivery Methods

Live Faculty in Room with Participants and Live Technology: The same content repeated again as a live presentation, with the same or different speakers, is a separate course and must be applied for and accredited through a separate application, including correct application fee.

Recorded Technology: Once a course is accredited for recorded format, it is eligible for Illinois MCLE credit from the start through the end date you entered (capped at two years). If you wish to continue offering the course in recorded format after the course end date, you must re-apply for recorded format accreditation before the original accreditation expires.

Course Information Published on MCLE Board Website

Course titles and course descriptions are displayed on the Board's website and accessed by attorneys using the Find a Course and Find a Provider sections of the website.

Reminder about PCAM Contact Management

Providers must update and manage their PCAM profile and contact information. See FAQ: [How do I add a contact person in PCAM?](#) Each provider must have at least two active contacts--separate individuals each with their own email address so each contact receives PCAM emails. Inaccurate PCAM contact information may cause the provider to miss time-sensitive emails. Deadlines are not waived or extended due to a contact's absence, departure or outdated information.

Questions? Please call us at (312) 924-2420.

Sincerely,

Jeannine Emery
MCLE Board of the Supreme Court of Illinois