

Beverly Mitchell

From: noreply@mcleboard.org
Sent: Tuesday, March 12, 2024 10:01 AM
To: Beverly Mitchell
Subject: Illinois MCLE Board - Approved, 2024 PIABA Mid Year Meeting...

Re: 2024 PIABA Mid Year Meeting
Live (faculty in room and/or live technology) start date: 4/4/2024,
Recorded-technology start date: N/A - end date: N/A

Please see important attendance information in **RED** below.

Dear Public Investors Arbitration Bar Association,

This course is approved for 6.50 Illinois MCLE general credit hours. Here is important information on your next steps.

Monthly Attendance Reporting and Resulting Attorney Attendance Fee

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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: [Support \(mcleboard.org\)](#).

LIVE course attendance due date: The attendance deadline is the 15th day of the month, following the month in which the attorney completed the course. For example, the provider must report M6 2023 course attendance (and the Board needs to receive the attendance fee) by July 15, 2023.

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 15th day of the next month.

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 15th 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.

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 transcript state so course providers must promptly report attendance for each Illinois attorney to the Illinois MCLE Board. Attorneys rely on your attendance data entry for the necessary and accurate information to be added to their transcripts.

Provider Resources

Our website's [Support](#) tab includes these resources:

- Course checklists for Individual Course Providers and Accredited Provider Courses; and
- Speaker Checklist, Sign-In Sheet for Illinois MCLE Credit, and Course Evaluation form (under **Course Planning Resources**).

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](#)

[or edit a contact person in PCAM \(mcleboard.org\)](https://mcleboard.org). 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.

Sincerely,

Jeannine Emery
MCLE Board of the Supreme Court of Illinois