

Beverly Mitchell

From: Tiffany Zachary <tzachary@piaba.org>
Sent: Friday, July 7, 2017 12:45 PM
To: bmittchell@piaba.org
Subject: FW: Illinois MCLE Board Approved, Trying 'Failed Supervision' Cases - Beyond the Iss...

From: noreply@mcleboard.org [mailto:noreply@mcleboard.org]
Sent: Friday, July 7, 2017 11:36 AM
To: tzachary@piaba.org
Subject: Illinois MCLE Board Approved, Trying 'Failed Supervision' Cases - Beyond the Iss...

Re: Trying 'Failed Supervision' Cases - Beyond the Iss..., Live start date: 6/28/2017, Recorded start date: N/A

Please read carefully

Dear Public Investors Arbitration Bar Association,

This course has been approved for 1.25 Illinois MCLE general credit hour(s). Your responsibilities are listed below. If you requested professional responsibility credit, there is a separate review process -- see below.

Monthly Attendance Reporting due:

LIVE course: If the course start date is in the past, attendance reporting and attendance fees are due.

RECORDED course: If the course start date is in the past, attendance reporting and attendance fees are due; and attendance must be reported monthly for each month that you requested accreditation.

If the monthly reporting deadline set in the [Fee Schedule](#) is passed, you will also need to pay a \$25 late fee for that month, per approved delivery method.

Provider Responsibilities

By applying for course accreditation, you acknowledge that you understand and will comply with the MCLE Rules and MCLE Board policies for individual course accreditation. For each accredited course, the CLE provider's responsibilities include:

1. Issue attendance certificates after the course ends, or upon accreditation if the course date is in the past. (Use Illinois MCLE Forms located on the [Questions & Forms](#) section of our website);
2. Maintain an attendance list for at least three years after the course ends;
3. Issue teaching certificates to all Illinois attorneys who teach individually or as part of a panel—even if the Illinois attorney does not request a teaching certificate, or represents that he/she does not intend to claim those credits toward his/her CLE requirement. (Use Illinois MCLE Forms located on the [Questions & Forms](#) section of our website);
4. Enter course attendance (required for all providers, even if no Illinois attorneys attended) and pay attorney attendance fees (if required by your entity type) in PCAM promptly; and
5. Distribute and collect evaluation forms at the course or immediately after the course ends and retain them for a period of at least three years.

Illinois is a self-reporting state in which Illinois attorneys maintain their own records of MCLE compliance. Attorneys rely on attendance certificates and teaching certificates issued by the course provider to report MCLE compliance to the Illinois MCLE.

Monthly Attorney Attendance Reporting Deadline and Fees

Attorney attendance reporting and attendance fees are due monthly -- 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.

(If no Illinois attorneys participated at the live or recorded course while the course is credit eligible, you must report 0 (zero), so as to enter a timely report and avoid late fees.)

Description	Fee Amount
Attendance Fee: Per hour per attorney for each attorney requesting Illinois MCLE credit. (Seethe Fee Schedule , certain entity types are excluded from paying hourly attorney attendance fees.)	\$0.75
Attendance Late Fee: Per course per delivery method for attendance entered and paid after the monthly deadline.	\$25.00

[Quick Reference: Attendance Fees and Deadlines, and Late Data Entry/Late Payment Fees.](#)

Providers who do not report and pay attendance timely will be suspended from PCAM. [What does it mean when a provider is suspended from using PCAM?](#)

Fee Schedule - Deadlines and Fees

See the MCLE Board [Fee Schedule](#) for all course provider fees and deadlines. Actions such as submitting applications and reporting attendance are complete when: (1) the provider submits data entry in PCAM; and (2) the Board *receives* the correct fee (including any late fees). MCLE Staff does not have the authority to void or modify Court established deadlines or fees.

Professional Responsibility: Ready for ILSCCP Review in PCAM

If you requested professional responsibility credit, PCAM has sent that request electronically to the Illinois Supreme Court Commission on Professionalism. The Commission will contact you directly about your request. For more information about obtaining professional responsibility credits, visit the Commission's website, www.2civility.org.

PCAM Contact Management

[Providers self-manage their PCAM profile and user contact information. See FAQ: How do I add a contact person in PCAM?](#) All providers must have at least two active contacts--separate individuals each with their own email address so each contact receives emails from PCAM. 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.

Delivery Methods

Live Courses: The same content, using an in-person presentation format (including faculty in room with participants), presented again on subsequent dates with the same or different speakers, is a separate course and must be accredited through a separate application.

Recorded Courses: Once a course is accredited for a presentation format other than live, the same course may be presented using that approved format multiple times within the time period selected in the accreditation application, but no more than two years. If, after two years from the accreditation date, you wish to continue offering the course for CLE credit, then you must apply for the course to be accredited for that presentation format again.

Financial Hardship Policy

If you charge attorneys to attend a course, you must have a financial hardship policy for attorneys “who wish to attend its courses, but for whom the cost of such courses would be a financial hardship.” See Rule 795(f). The provider can set the parameters for this policy except for courses costing over \$500, the policy must explicitly state that attorneys who qualify receive at least a 50% course fee(s) reduction. It does not need to include a reduction in meals, lodging or travel costs to attend the course. Learn more at FAQ: [What must be included in a course provider's financial hardship policy?](#)

Publication of Course on the MCLE Board Website

Effective March, 2016 attorneys who search for approved courses through the Find a Course and Find a Provider search function, will be able to view all course titles and course descriptions. The results will continue to display whether or not you indicated that the course was open to the public. The change to publish all course titles and course descriptions was made due to attorney requests, and therefore, better serve Illinois attorneys who are looking for courses to attend, or wish to confirm that a course they attended was approved.

If you have questions, we welcome you to call us at (312) 924-2420.

Sincerely,

Brian Gilhooly

MCLE Board of the Supreme Court of Illinois

(347522v1_revised 20160711)



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