

Beverly Mitchell

From: noreply@mcleboard.org
Sent: Tuesday, April 3, 2018 2:12 PM
To: bmitchell@piaba.org
Subject: Illinois MCLE Board Approved, 2018 PIABA California Mid-Year CLE Event-Current I...

Re: 2018 PIABA California Mid-Year CLE Event-Current I...,
Live (faculty in room and/or live technology) start date: 5/5/2018,
Recorded-technology start date: N/A - end date: N/A

Please read carefully

Dear **Public Investors Arbitration Bar Association**,

This course has been approved for **7.00 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.

Provider Forms (revised July 1, 2017)

Attendance Forms, Certificates of Attendance, Certificates of Teaching and Course Evaluation Forms, can be found

at: [Provider Questions & Forms](#). The forms contain fields for the Professional Responsibility carve-outs of diversity and inclusion or mental health and substance abuse effective July 1, 2017. [MCLE Rule 794\(d\)\(2\)](#). For more information see [Commission on Professionalism FAQs](#).

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. (See the 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

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 Faculty in Room with Participants and Live-Technology: The same content, using an live presentation format, presented again on subsequent dates with the same or different speakers, is a separate course and must be accredited through a separate application, including application fee(s).

Recorded-Technology: Once a course is accredited for a presentation format other than live, the same course may be presented using recorded technology 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.

Instructions for editing recorded-technology 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.

Follow these instructions...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. Attendance will be due up to the new end date. After that there will be no future monthly attendance due for this course as the course will have ceased being eligible for Illinois MCLE credit.

In-House Programs

Effective for courses held July 1, 2017 and after, accredited courses offered by law firms, corporate law departments or government agencies need to meet the standards for any other CLE course or activity under the Rules, including submitting applications, attendance and fees due. Most notable: (a) in-house courses will no longer need five attorney learners for live or recorded courses, and (b) courses desiring pre-determination of accreditation will not need to be submitted at least 30 days before the course start date. Note that subsection (ii) still states that no credit is allowed for discussions relating to the handling of specific cases or issues relating to the management of a specific law firm, corporate law department or government agency. [MCLE Rule 795\(d\)\(1\)](#).

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,

Tina Larson, Staff Member
MCLE Board of the Supreme Court of Illinois