

Takeia Kiatt

From: noreply@mcleboard.org
Sent: Tuesday, January 05, 2016 5:23 PM
To: Takeia Kiatt
Subject: Illinois MCLE Board - 15th Annual Taxpayers Against Fraud Education Fund...

Re: 15th Annual Taxpayers Against Fraud Education Fund..., Live start date: 11/16/2015, Recorded start date: N/A

Please read carefully
New Fee Schedule Deadlines and Fees effective July 1, 2015

Dear Taxpayers Against Fraud Education Fund,

This course has been approved for 16.50 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.

Notice! Deduction: You submitted a statement verifying that there are no written materials for 3 "Special Presentations", which lasted 15 minutes each (45 minutes total). You amended the credit hour request from 17.25 to 16.75, a difference of 0.50 hour or 30 minutes, which accounts for 2 of the "Special Presentations". There are 990 minutes (16.50 hours) of eligible Illinois MCLE credit; therefore, this course is approved for 16.50 CLE credit hours.

Provider Action Needed -- Attendance Reporting Due:

The course start date is in the past so attendance reporting and attendance fees are due. If the monthly reporting deadline set in the [Fee Schedule](#) is passed you will also need to pay a \$25 late fee.

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.

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

[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?](#)

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.

Publication of Course on the MCLE Board Website

If you have authorized the MCLE Board to publish this course on our website, it is now listed and available publicly under the Find A Course and Find A Provider search on our website.

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

Sincerely,

Susan Doran, Administrative Assistant
MCLE Board of the Supreme Court of Illinois
(347522v1_ 20151207)