

Illinois MCLE Board - Approved, 2024 Youth Defender Leadership Summit...

From noreply@mcleboard.org <noreply@mcleboard.org>

Date Tue 9/17/2024 11:34 AM

To Sinia Maile <SMaile@defendyouthrights.org>

Re: 2024 Youth Defender Leadership Summit

Live (faculty in room and/or live technology) start date: 10/18/2024,

Recorded-technology start date: N/A - end date: N/A

Please see **time-sensitive attendance entry information** in **RED** below.

Dear The Gault Center,

The Board has approved this course for 9.75 Illinois MCLE general credit hours. Below is important information on your next steps and responsibilities.

Professional Responsibility Credit

If you requested professional responsibility ("PR") credit, that request has not been reviewed yet.

PCAM sent your PR request electronically to the Illinois Supreme Court Commission on Professionalism ("ILSCCP") for review. If needed, the Commission contacts you.

Visit 2civility.org or call 312-363-6210.

If you did not request PR credit but believe the course qualifies, you can submit that request now [here](#).

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: [Support \(mcleboard.org\)](https://support.mcleboard.org).

LIVE course attendance due date: the attendance deadline is the 5th day of the month, following the month in which the attorney completed the course. For example, the provider must report M5 2024 course attendance in PCAM (and the Board needs to receive the attendance fee) by June 5, 2024.

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 5th day of the next month.

LATE FEE: a late fee is assessed for attendance data entered or fee paid after the 15th day of the month following the month in which the attorney completed the course. One attendance late fee will be applied per course per day regardless of the number of attorney attendance entries. All providers are subject to this fee regardless of entity type.

Other Provider Responsibilities for This Course

When you 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 in PCAM and pay the hourly attorney attendance fee promptly--no later than the 5th of the month after the month in which (1) the live course ended, or (2) the recorded course is credit eligible in PCAM.
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/collect evaluation forms at the course or soon after and keep returned forms for at least three years; and
5. Respond to the Board's requests for information about the course, the attendance data and those in attendance.

Illinois is a transcript state so course providers must promptly report each Illinois attorney's attendance to the MCLE Board. Attorneys rely on that accurate and timely attendance data entry to add credit to their transcripts.

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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**).

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Important Issues Concerning Delivery Methods

Live Faculty in Room with Participants and Live Technology: The same or substantially similar content presented again as a live presentation, with the same or different speakers, is a separate course. For that course, the provider needs to apply for accreditation through a separate application, including the correct application fee.

Recorded Technology: Once a course is accredited for recorded format, its accreditation period is set with a start date through the selected course end date (capped at two years). 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.

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Course Information Published on MCLE Board Website

The Board's website displays course titles and course descriptions. To find this information, attorneys can use the Find a Course and Find a Provider pages of the Board's website.

Reminder about Updating PCAM Contact Information

Providers must update their PCAM profile and contact information. See FAQ: [How do I add or edit a contact person in PCAM \(mcleboard.org\)](#). You must have at least two active contacts--separate individuals each with their own email address to receive PCAM emails. Inaccurate PCAM contact information may cause the provider to miss time-sensitive emails. The Board cannot waive or extend deadlines due to a contact's absence, departure or outdated information.

Sincerely,

Angela Campbell
MCLE Board of the Supreme Court of Illinois