

ILLINOIS ACCREDITED MCLE COURSE

TEACHING CLE CALCULATION WORKSHEET -- **INDIVIDUAL**

PROVIDER COMPLETES THIS WORKSHEET

Course approved for **GENERAL CREDIT**: Calculation of MCLE Teaching Credit

In Illinois, the following requirements apply:

- Illinois is a 60-minute state.
- Total CLE credit must be rounded down to the nearest quarter hour.
- Teacher credit is based on the accredited CLE Presentation Time.
- Teachers **cannot** earn attendance time for their presentation.
- Please calculate Presentation and Preparation Time in minutes to maximize the credit hours the attorney will earn.

1 Presentation Time (minutes)

(Example: the course is approved for 1.25 hours of CLE credit. If the course began at 9:30 a.m. and ended at 10:45 a.m., the Presentation Time is 75 minutes)

2 Preparation Time (minutes): Six times Presentation Time

(Example: Six times 75 minutes = 450 minutes)

3 Presentation + Preparation Time (minutes)

(Example: 75 minutes Presentation Time + 450 minutes Preparation Time = 525 minutes)

4 TOTAL MCLE Teaching Credit

Line 3 above divided by 60 and rounded down to nearest quarter hour

(Example: 525 minutes divided by 60 minutes = 8.75. If a fraction, round down to nearest quarter hour = 8.75 hours)

PROFESSIONAL RESPONSIBILITY (PR) Credit: complete this section only if the course was approved for PR credit by the Illinois Supreme Court Commission on Professionalism

- Professional responsibility credit is included in the Total MCLE Teaching Credit. The maximum credit earned by a teaching attorney cannot be more than the Total MCLE Teaching Credit above.

This course was approved by the Illinois Supreme Court Commission on Professionalism for:

Diversity and Inclusion

Mental Health and Substance Abuse

Other PR credit (ethics, civility or professionalism)

Separate certificates must be completed for each area of PR credit taught.

1PR Presentation Time PR Credit (minutes)

(Example: if 30 minutes of a 75 minute course is approved for PR, the Presentation Time is 30 minutes)

2PR Preparation Time PR Credit (minutes): Six times Presentation Time

(Example: Six times 30 minutes = 180 minutes)

3PR Presentation + Preparation Time (minutes)

(Example: 30 minutes Presentation Time + 180 minutes Preparation Time = 210 minutes)

4PR TOTAL MCLE PR Teaching Credit

Line 3PR divided by 60 and rounded down to nearest quarter hour

(Example: 210 minutes divided by 60 minutes = 3.5. If a fraction, round down to nearest quarter hour = 3.5 hour)

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TEACHING CERTIFICATE -- **INDIVIDUAL**

Any Illinois attorney who qualifies as a teacher at a CLE-approved course under MCLE Rule 795(d)(5), or at a bar or professional association meeting under MCLE Rule 795(d)(3), can be issued teaching credit. MCLE credit includes: Presentation time plus preparation time (six times the presentation time).

SECTION A: PROVIDER COMPLETES THIS SECTION

Provider Name: _____

CLE Course/Activity Title: _____

Course/Activity Date(s): _____ Location: _____

Attorney Name: _____ Attorney ARDC #: _____

Session Title (if different from Course/Activity Title above): _____

Session Taught Start Time: _____ Session Taught End Time: _____

From MCLE TEACHING CREDIT CALCULATION WORKSHEET

TOTAL MCLE Teaching Credit
(from CLE Calculation Worksheet, Line 4)

Including TOTAL Professional Responsibility Credits
(from CLE Calculation Worksheet, Line 4PR)

Including: _____

- Professional Responsibility Credit Area:
- Diversity/Inclusion
 - Mental Health/Substance Abuse
 - Other PR Areas

By signing below, I certify that the attorney identified above was an instructor at this course. I have prepared Section A and the MCLE Teaching Credit Calculation Worksheet.

Provider Representative Signature: _____ Date: _____

SECTION B: ATTORNEY COMPLETES THIS SECTION

- By Court Rule a repeat presentation of the same material counts at one-half the original credits. No further hours may be earned for additional presentations of the same material. MCLE Rule 795(d)(5).
- Attorneys are responsible for their own recordkeeping. Do not submit this form to the Illinois MCLE Board. In the event that you are audited by the Illinois MCLE Board, you will be required to submit this form. MCLE Rule 796(f)(1).
- If approved for professional responsibility, the total credit claimed cannot exceed the Total MCLE Teaching Credit.

By signing below, I certify that I participated in the course or activity described above as a teacher, and that I am entitled to claim the number of Illinois MCLE credit hours as described above.

Attorney Signature: _____ Date: _____