

ILLINOIS ACCREDITED MCLE COURSE**TEACHING CLE CALCULATION WORKSHEET -- PANELIST****PROVIDER COMPLETES THIS WORKSHEET****Course approved for GENERAL CREDIT: Calculation of MCLE Teaching Credit**

In Illinois, the following requirements apply:

- Panelist teacher credit is based on actual presentation time divided by the number of teachers, which becomes the teaching attorney's Presentation Time. It does not matter if the attorney presented with others who were not Illinois licensed attorneys, or that the other teachers were not attorneys.
- Illinois is a 60-minute state.
- Total CLE credit must be rounded down to the nearest quarter hour.
- Teachers *cannot* earn attendance time for their non-presentation time on the panel.
- Presentation and Preparation Time should be calculated in minutes to maximize the credit hours the attorney will earn.

1 Presentation Time (minutes)

Course/Session time divided by number of teachers

(Example: If there are 3 teachers, a presentation time of 60 minutes is divided by 3 = 20 minutes)

2 Preparation Time (minutes): Six times Presentation Time

(Example: 6 x 20 minutes = 120 minutes)

3 Presentation + Preparation Time (minutes)

(Example: 20 minutes Presentation Time + 120 minutes Preparation Time = 140 minutes)

4 TOTAL MCLE Teaching Credit

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

(Example: 140 minutes divided by 60 minutes = 2.33. Round down to nearest quarter hour = 2.25 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/session 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: 30 minutes of a 60 minute course is approved for PR, and there are 3 panelist teachers, a presentation time of 30 minutes is divided by 3 teachers = 10 minutes Presentation Time)

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

(Example: 6 x 10 minutes = 60 minutes)

3PR Presentation + Preparation Time (minutes)

(Example: 10 minutes Presentation Time + 60 minutes Preparation Time = 70 minutes)

4PR TOTAL MCLE PR Teaching Credit

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

(Example: 70 minutes divided by 60 minutes = 1.16. If a fraction, round down to nearest quarter hour = 3.5 hour)

ILLINOIS ACCREDITED MCLE COURSE

TEACHING CERTIFICATE -- **PANELIST**

A panelist is an attorney who teaches a CLE course or course session together with at least one other teacher.

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: Actual presentation time (divided by the number of teachers) plus preparation time (which is figured at 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 CLE 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

CLE credit may be claimed in any combination of general and professional responsibility credit *not to exceed* the Total MCLE Teaching Credit.

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 above.

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

Attorney Signature: _____ Date: _____