



How to Obtain CLE for an IPLAC Committee Event 2019-2020 Term

“In learning you will teach, and in teaching you will learn.” Not only an accomplished musician Phil Collins accurately stated the benefits of CLE presentations. If you would like to obtain CLE credit for your IPLAC presentation, then complete the steps below. Once all of the steps are completed, your presentation will be submitted to the Illinois MCLE website for credit. The specific documents listed below must be sent to the CLE Committee Co-Chairs. Sample documents are available by request. If you have any questions, please contact the Chairs of the CLE Committee, who can be found on the IPLAC website.

Before the event:

- 1. Seminar flyer or brochure** – This can be a flyer sent via email to IPLAC members or posted on social media.

- 2. Seminar Schedule** - This document should show the estimated times for introductions, closing remarks, breaks, and the total time each speaker will talk. This can be a separate document created only for the purpose of applying for CLE credit. Please indicate the actual teaching time, including any time for Q&A.

- 3. Faculty Biographies** - Presenters should send a short biography about themselves detailing their career and area of expertise.

After the event:

- 1. Written handout materials** – This can include a copy of the presentation or background materials that were provided to the attendees.

- 2. Attendance Record** - This document can be a copy of the sign-in sheet with the attendees' actual signatures or a list of the attorneys who attended the event.

- 3. Course Evaluation Forms** - Please only send completed evaluation forms.

- 4. Financial hardship assistance** - IPLAC prides itself on being accessible, regardless of financial status. Please let the CLE Committee know if anyone applied for financial hardship.

- 5. CLE certificate** - please send a sample that was given to an attendee.

- 6. Teaching certificate** - this is a form given to the presenters at the end of the CLE presentation. Depending on the format, either individual or panelist certificates must be sent.

If you have any questions, please feel free to contact the CLE Committee Co-Chairs, whose contact information can be found on the Committees page.