



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

“In learning you will teach, and in teaching you will learn.” In addition to being an accomplished musician, Phil Collins accurately stated the benefits of CLE presentations. If your committee would like to obtain CLE credit for an IPLAC presentation, then complete the steps below. Once all of the steps are completed, your presentation will be submitted to the Illinois MCLE Board for credit. If you are seeking ethics credit, please let the CLE Committee know the type of ethics credit you are seeking, how long the ethics credit portion will be, and which segment of the presentation will discuss ethics. Unless otherwise indicated, only Illinois CLE credit is available.

### **For IPLAC Committee Chairs**

The specific documents listed below must be sent to the CLE Committee Co-Chairs at [cle4iplac@gmail.com](mailto:cle4iplac@gmail.com). Sample documents can be downloaded here, and should be revised for the specific event. If you have any questions, please contact the CLE Committee Co-Chairs, 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/Agenda** - This document should show the estimated times for introductions, closing remarks, breaks, and the total time each speaker is allotted to talk including Q&A time. 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 must provide a short (250 words or less) biography about themselves detailing their career and area of expertise.
  
- 4. CLE certificate** - Please send a sample to the Committee for advance approval so it may be provided to attendees at the event.

These documents should be sent to the CLE Committee at least 1 week before the event.

#### **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. (It is recommended to take a photo of the sign-in sheet at the event as back-up in case the sheet is misplaced before it is sent to the CLE Committee.)

**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 how many attendees, if any, applied for financial hardship. The Illinois MCLE Board requires this information.

**5. CLE certificate** - Please send a sample certificate 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.

These documents should be sent to the CLE Committee no later than 1 week after the event.

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.

### **For IPLAC Event Attendees**

As part of your IPLAC membership, you are able to attend any of IPLAC's signature events. Several of them will allow you to obtain CLE credit. Either at or after the event, you should receive a certificate of attendance from the Committee Chairs. Please keep this form for your records. However, if you lose your form, please reach out to the Chairs of the Committee whose event you attended and the CLE Committee. They will give you another form and any information you need to receive CLE credit.