



CLE ACCREDITATION REQUEST FORM

- **Submit form to Monique Austin wbai@wbaillinois.org and Pooja Ravisankar rspooja@gmail.com.**
- **Deadline: Professional Responsibility credit - 45 days before event; Regular credit - 30 days before event.**
- **Instructions: Page 3 – Page 4**

Program Coordinator: _____

Course Title: _____

Event Date: _____

Total Event Length: _____

Instruction Length: _____

Must be a minimum of 30 minutes of instruction. Do not include introductory and closing remarks, keynote speeches, meal times, breaks, or business meetings.

Event Location: _____

Presenter Names: _____

Delivery Method: Faculty in room / live – technology / recorded – technology

Fees Charged: Members: Non - Members: Other:

Co-Sponsor: _____

Difficulty Level: Beginner: Intermediate: Advance:

Attorneys Attending: _____ %

How and when do you anticipate delivering the written materials to the participants? In person or electronically?

Who will be monitoring the sign in and sign out sheet at the event? If Monique Austin, please provide email confirmation from Monique Austin.

Who will be responsible to submit a typed list of event attendees with the required information? If Monique Austin, please provide email confirmation from Monique Austin.

Law Topics – Highlight those that apply (Options)
Administrative; Bankruptcy/Debtor/Creditor; Business and Corporation; Commercial/Consumer; Constitutional; Criminal; Employment; Environmental; Ethics; Family; Health; IP; Labor; Law Practice Management; Litigation; Misc.; Municipal; PR; Real Property; Skills Training; Special Education; Taxation; Tort; Transportation; Wills and Estates

Please provide the following items.

Course Description

This description should typically be 4-6 sentences and will be posted on the WBAI’s website. Includes date/time/location/speakers and a general description of the purpose of the course.

Timed Agenda

Pursuant to Illinois Supreme Court Rules (“Rule(s)”) 795(a)(7), and 795(e), the timed agenda should show each segment’s start and end times, and meal times.

Written Material

Pursuant to Tule 795(a)(5), the written materials should reflect course content and has to be made available to the participants before or at the course. This material should be high qualify, readable and carefully prepared and may include PowerPoint slides, outlines, hypotheticals, etc.

Speaker Biographies

A brief biography for each faculty member. If he/she is an attorney, you must include at least name, title and employer. If a non-attorney, you must include at least name, title, employer, and a minimum one to two sentence description of how the speaker is qualified to speak on his/her topic. If recorded, please submit signed speaker agreements.

Speaker Agreement

Authorization for WBAI to unconditionally use speakers’ written material and recorded presentation.

Email confirmations

- Email confirmation from WBAI board of CLE approval.
- Email confirmation from person monitoring sign-in, sign-out sheet.
- Email confirmation from person responsible to deliver attendance records.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you read the requirements to organize a CLE?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you received WBAI board approval to organize this CLE? Please provide email confirmation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the instructional portion of the CLE be at least 30 minutes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this program be open to the public?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted the course description?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted the timed agenda?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted the written materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you received and submitted all rights and permissions for course content?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted biographies for all faculty?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you submitted email confirmations?

INSTRUCTIONS

All items must be received before a submission may be made to the MCLE board for approval. Until the CLE has been approved organizer may not advertise that an event will receive CLE credit. Organizers may indicate that CLE credit “will be” or “is being” applied for.

CLE REQUIREMENTS

- a. The CLE must provide significant intellectual, educational or practical content and its primary objective must be to increase participant’s competence as attorney and deals primarily with matters related to the practice of law. Rules 795(a)(1) and 795(a)(2).
- b. Participants must be provided written material before or at the course.
- c. Faculty must be qualified by practical or academic experience. Rule 795(a)94)
- d. Participants should be able to interact with faculty or qualified commentator during the CLE, over the phone, via email or by chat. Rule 795(a)96)
- e. The named/advertised faculty and the CLE must be conducted substantially as planned, subject to emergency withdrawals and alterations.
- f. As part of your advertisement, participants should be made aware that WBAI will offer assistance to any attorney with demonstrated financial hardship for fee-based courses. Please add a link on the registration page to WBAI’s Financial Hardship Policy.
- g. Professional Responsibility Credit: The course must be devoted to professionalism, diversity issues, mental illness and addiction issues, civility, or legal ethics

CREDIT HOUR GUIDELINES

- a. 60 minutes = 1 hour of credit.
- b. Partial credit can be earned for qualified activities less than a 60 minutes duration (but not less than 30 minutes)
- c. The following are **NOT** counted for credit: (i) coffee breaks; (ii) introductory and closing remarks; (iii) keynote speeches; (iv) lunches and dinners; (v) other breaks; and (vi) business meetings.
- d. Question and answer periods **ARE** counted toward credit.
- e. Credits merely reflect the maximum that may be earned. Only actual attendance or participation earns credit.

FEES

CLE Course Change fees (assessed when CLE application is modified after approval): \$25.00

CLE entry late fees (assessed when application is submitted after program date): \$25.00

Attendance late fee (assessed when attendance records has not been entered by deadline): \$25.00

CLE TO-DO CHECK LIST

- WBAI board approval for CLE
- Plan CLE
- Approval for CLE Advertisement from WBAI board and CLE Chair
- Submit CLE Accreditation Request form to CLE Chair
- Program coordinators to distribute written material, electronically, prior to CLE or provide written material to CLE participants at event.
- Program coordinators will be given Sign-In/Sign-Out Sheets, Evaluations Forms and Attendance Recording Template before each course. Attendees seeking CLE credit must provide their ARDC number, sign-in AND sign-out.
- The sign-in/sign-out sheets must be entered into the provided excel template and emailed to Pooja Ravisankar at rspooja@gmail.com and Monique Austin at WBAI@wabiillinois.com within 3 business days following the event.
- Original sign-in sheets and evaluations forms should be returned, in person, following the program to Monique Austin within 3 business days following the event.

CERTIFICATES

CLE Attendance Certificates will be issued electronically to program coordinator within 30 days following the receipt of the completed Attendance Reporting Template. Program coordinator will be responsible to distribute certificates to participants no later than 15 days following receipt of certificates.

I acknowledge I had read and understood all pages of this document.

Signature: _____

Name: _____

Date: _____