

MCLE FAQ

Q. Can I apply for MCLE credit?

A. Yes, as a part-time teaching instructor, though only certain activities apply, such as when the attorney field supervisor participates in instructing a law student by attending client meetings with students, instructing or mentoring students during meetings, or reviewing work product with students. This is considered your presentation time.

Q. What kinds of activities do not count?

A. Presentation time does not include reviewing written work when the student is not participating with the attorney in that process, meeting with others to discuss the student or his/her work, reading documents written about the student or his/her work, or completing reports that focus on evaluating the students' work. Those hours are subsumed in the allocated preparation time. Completing administrative paperwork for the Field Placement Program, such as confirming hours worked by the student, does not qualify for MCLE credit either.

Q. How do I calculate my total MCLE credit?

A. Total MCLE credit is actual presentation time plus preparation time. To calculate preparation time, multiply the actual presentation time by three. You should then round down to the nearest quarter hour.

Q. Can more than one attorney field supervisor receive MCLE credit?

A. Yes, but the total time earned by each field supervisor must be added and split equally between the field supervisors.

Q. Is there a cap on how much MCLE credit I can earn?

A. Yes. Attorney field supervisors can earn up to 150 minutes of total presentation time per week, which when preparation time (3x presentation time) is included, equals a maximum of 140 MCLE credits per 14 week semester.

Attorneys can use this time toward their reporting requirements, which require 30 total hours with at least 6 of those hours to be professional responsibility credits. Attorneys can also carry-over an additional 10 credit hours toward the next reporting period.

The attorney earns full credit the first time teaching a course, then earns half credit for teaching the same course a second time. After the second time, no more credit is earned for teaching that same course.

Q. Can I earn professional responsibility MCLE credit?

A. Professional responsibility hours must be approved by the Commission on Professionalism on an individual attorney basis.

Attorneys can apply via this link: <http://www.2civility.org/programs/cle/attorney-applications-for-cle/attorney-application-non-traditional-cle/>. Please refer to the Commission's website www.2civility.org, or call the Commission's telephone number, 312-363-6210 for more information.

Q. How do I keep track of my time?

A. The attorney needs to keep contemporaneous time records of the hours spent with the law student or law students. Please use the [form](#) provided. Please submit the form to Steven Wiser lawexternships@depaul.edu, or room 800B O'Malley, 25 E. Jackson Blvd., Chicago, IL 60604.

Q. When will I receive my MCLE certificate?

A. Please allow about 2-3 months processing time after the end of the semester.

Field Placement MCLE Credit

Instructions:

Calculating MCLE credit: Total CLE credit is actual presentation time plus preparation time. To calculate preparation time, multiply the actual presentation time by three.

For example, if the actual presentation time is 150 minutes, then calculation of the actual preparation time is 3 times 50 minutes = 450 minutes. Total CLE hours earned is 150 minutes plus 450 minutes = 600 minutes/60 minutes = 10 CLE hours. (Must round down to the nearest quarter hour.)

Please return the completed form to Steven Wiser, lawexternships@depaul.edu or room 800B O'Malley Place, 25 E. Jackson Blvd., Chicago, IL 60604.

Attorney Name	Email Address	Semester	Illinois ARDC Number

Week	Presentation Date	Presentation Time	Number of MCLE Credits Earned
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
		Total Number of MCLE Credits Earned:	<i>Please put total number of MCLE Credits Earned for the Semester Here</i>