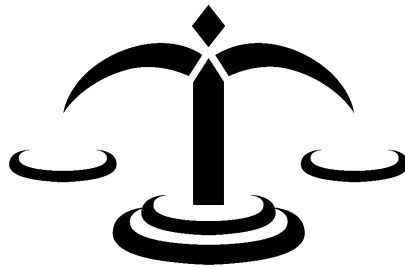


# CLE RESOURCES



**ILLINOIS STATE**  

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**BAR ASSOCIATION**

**ISBA Section/Committee Chair Training**  
*May 24, 2023*

## ISBA CLE Coordinator – Volunteer Position Description

### **SUMMARY OF RESPONSIBILITIES**

Upon appointment by the chair of a section or committee, the ISBA CLE Coordinator serves voluntarily as the lead coordinator for the CLE programming of that section or committee for the term of the bar year, July 1 – June 30. The CLE Coordinator is responsible for all section or committee programming, whether presented live onsite or via live and on-demand electronic media.

### **PRIMARY RESPONSIBILITIES**

- At the beginning of the bar year:
  - Review the Annual CLE Committee report with the CLE Committee liaison which includes the section or committee’s CLE history, master CLE curriculum calendar with upcoming assigned dates, past program evaluations and more
  - Take an ISBA Online CLE program to understand the experience of our members, since almost all ISBA CLE hours are delivered online
  - Review all ISBA Online CLE content for your subject area and expirations dates (2 years after presented) to identify deficits and plan programming to fill those deficits
  - Identify any of your section or committee Online CLE programs with accreditation expirations dates that should be extended because the content is still current and beneficial for viewing and request an accreditation extension via the form at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)
- Plan and formally propose the number of CLE programs requested by the CLE committee for the section or committee you represent, including the requested number of webcasts or webinars
- Submit proposals by the CLE deadlines occurring during the bar year for which you are appointed
- Work closely with the section council or committee you represent to select topics, develop topic descriptions, recruit quality speakers, communicate requirements to speakers, and help ensure quality written materials are submitted by the deadline
- Encourage speakers to take advantage of ISBA’s faculty development resources
- Utilize knowledge of the educational needs of lawyers to construct proposals for programming to ensure ISBA’s CLE offerings remain of maximum benefit to Illinois practitioners
- Facilitate and coordinate the implementation of programs approved by the committee through cooperative work with ISBA staff who support administration of the programs
- Serve as Moderator for programs coordinated or recruit others to moderate
- Incorporate interactivity in live CLE programs to engage the audience



**Section & Committee Annual CLE Programming Expectations – FY 2023-24**  
**Requested Minimum Number of CLE Hours to be Produced for On-Demand Catalog**

**Sections**

**Requested Hours are based on historical practice and “active” dues paying membership size:**

- 1401 and up - **20** hours, including “practice ready” basics content
- 701-1400 – **10** hours, including “practice ready” basics content
- 251 – 700 – **5** hours, including “practice ready” basics content
- 250 or less – **2** hours, including “practice ready” basics content

**Please review the ISBA On-Demand CLE Catalog to ensure you have “practice ready” basics content available at all times, to identify missing topics, and to avoid duplicate topics.**

<b>Section</b>	<b>Requested Hours of CLE Content to Produce for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE</b> <i>The hours below will count toward your requested hours of CLE content.</i>
		<b>Please include:</b>
Administrative Law	<b>2</b>	<b>1</b> hour basics
Agricultural Law	<b>5</b>	<b>1</b> hour basics
Alternative Dispute Resolution	<b>2</b>	<b>1</b> hour basics
Animal Law	<b>2</b>	<b>1</b> hour basics
Bench and Bar	<b>5</b>	<b>1</b> hour basics
Business Advice, Collections, & Financial Planning	<b>5</b>	<b>1</b> hour basics
Business & Securities Law	<b>5</b>	<b>1</b> hour basics
Cannabis Law	<b>5</b>	<b>1</b> hour basics
Child Law	<b>2</b>	<b>1</b> hour basics

<b>Section</b>	<b>Requested Hours for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE Please include:</b>
Civil Practice & Procedure	20	3 hours basics
Commercial Banking, Collections, & Bankruptcy	5	1 hours basics
Construction Law	2	1 hour basics
Corporate Law Departments	5	1 hour basics
Criminal Justice	5	1 hours basics
Education Law	2	1 hour basics
Elder Law	5	1 hour basics
Employee Benefits	2	1 hour basics
Energy Utilities Trans & Tele	2	1 hour basics
Environmental Law	2	1 hour basics
Family Law	20	3 hours basics
Federal Civil Practice	2	1 hour basics
Federal Taxation	5	1 hour basics
Food Law	2	1 hour basics
General Practice, Solo/Small Firm	5	1 hour basics
Health Care	5	1 hour basics
Human and Civil Rights	2	1 hour basics
Insurance Law	5	1 hour basics
Intellectual Property	5	1 hour basics
International & Immigration Law	2	1 hour basics
Labor & Employment Law	5	1 hours basics
Local Government Law	5	1 hour basics
Mental Health Law	2	1 hour basics
Mineral Law	2	1 hour basics
Privacy & Information Security Law	2	1 hour basics
Real Estate	20	3 hours basics
Senior Lawyers	2	1 hour basics
Sports and Entertainment Law	2	1 hour basics
State & Local Taxation	5	1 hour basics
Tort Law	10	2 hours basics
Traffic Laws & Courts	5	1 hours basics
Trusts & Estates	20	3 hours basics

<b>Section</b>	<b>Requested Hours for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE Please include:</b>
Workers’ Compensation	<b>5</b>	<b>1 hour basics</b>
Young Lawyers Division	<b>20</b>	<b>3 hours basics</b>

## **Committees**

<b>Committee</b>	<b>Requested Hours of CLE Content for CLE On-Demand Catalog</b>
Committee on ARDC	<b>2</b>
Committee on Corrections & Sentencing	<b>5</b>
Standing Committee on Delivery of Legal Services	<b>5</b>
Committee on Disability Law	<b>5</b>
Committee on Government Lawyers	<b>5</b>
Committee on Law Office Management & Economics	<b>5</b>
Committee on Legal Technology	<b>5</b>
Committee on Military Affairs	<b>5</b>
Committee on Racial & Ethnic Minorities	<b>5</b>
Committee on Sexual Orientation & Gender Identity	<b>5</b>
Standing Committee on Women & the Law	<b>5</b>

Co-sponsorship is encouraged, but hours produced will count only for the lead co-sponsoring section or committee.

Note, if you have previously recorded programs that are still current and relevant, you may ask for an accreditation extension beyond the original two years in lieu of recording a new program. However, the extended program hours will not count toward the hours of new programming requested above. See extension request form on ISBA CLE coordinator webpage – [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)

Webcasts are encouraged as a way to address “hot topics” and a way to capture high quality programming for the popular on-demand CLE catalog where most of ISBA CLE hours are delivered.

## SECTION COUNTS - 4/30/2023

(Based on active due paying membership)

<u>Section Name</u>	<u>Active</u>
Administrative Law	139
Alternative Dispute Resoltn	172
Agricultural Law	198
Animal Law	77
Bench & Bar	189
Bus. Adv. & Fin. Plnng	273
Business & Securities	379
Cannabis Law	304
Child Law	207
Civil Practice	1,342
Commercial Banking	447
Construction Law	220
Corporate Law Dept.	286
Criminal Justice	684
Education Law	153
Elder Law	467
Employee Benefits	107
Energy, Utilities, Transportation & Telecommunications	83
Environmental Law	160
Family Law	1,446
Federal Civil Practice	240
Federal Tax	251
Food Law	34
General Practice	468
Health Care	281
Human Rights	82
Insurance Law	307
Intellectual Property	274
International Law	153
Labor & Employment	664
Law Office Management and Economics	171
Legal Technology	166
Local Government	370
Mental Health Law	86
Mineral Law	43
Privacy & Information Security Law	210
Real Estate	1,635
Senior Lawyers	0
Sports and Entertainment Law	0
State & Local Tax	269
Tort Law	855
Traffic Laws & Courts	374
Trusts & Estates	1690
Workers' Compensation	524
Young Lawyers Division	0



## Top 50 Online CLE Programs

May 1, 2022 – April 30, 2023

(Ranked by total number of orders)

1. 6 Hour ISBA Professional Responsibility MCLE Bundle **(ISBA)**
2. 8 Things Every Trial Lawyer Should Know **(Tort)**
3. The Newly Admitted Attorney Basic Skills Program by ISBA **(ISBA)**
4. Diversity and Inclusion: We Need to Talk **(Bench & Bar)**
5. 60 Virtual Tips in 60 Minutes **(Legal Technology)**
6. Chaos in the Courtroom: Civility, Decorum, and Order in the Court **(ISBA & IJA)**
7. 15 Hour Solo & Small Firm Bundle – 2021 **(ISBA)**
8. Diversity and Inclusion: Increasing Diversity within the Legal Profession **(ISBA)**
9. Civility and Professionalism 2022: Pivoting for the Pandemic - Part 1 **(Bench & Bar)**
10. Digital Signatures, Smart Contracts, and Blockchain **(Legal Technology)**
11. Wellness Series - Part 1: Food for Thought **(ISBA & IJA)**
12. Every Case is a Phone Case: Mobile Device Forensics **(Criminal Justice)**
13. 2022 Celebration of Women as Leaders in the Profession **(ISBA, CBA, IJA)**
14. Chicago's Red Summer-100 Years Later: The History, Legacy, and Impact of the 1919 Race Riots **(Racial and Ethnic Minorities)**
15. SSFC - Staying Happy, Being Productive **(ISBA)**
16. College Athletes: Earning Income through Illinois' New Name, Image, and Likeness Laws **(ISBA)**
17. Drafting and Administering Trusts Under the Illinois Trust Code - Part 1 **(Trusts & Estates)**
18. 8 Things Killing Your Law Firm and How to Stop Them - Spring 2021 **(ISBA)**
19. Balancing the Demands of a Solo Practice **(Expired – ISBA SSFC)**
20. Digital Signatures **(ISBA)**
21. Document Management and Retention - Can I Throw It Away Yet? **(ISBA)**
22. Catch Them If You Can: Developments in Debt Collection **(Commercial Banking, Collections, & Bankruptcy)**
23. Mindfulness for Lawyers **(ISBA SSFC)**
24. Elder Law Basics: Drafting Powers of Attorney 101 **(Elder Law)**

25. Bullies in the Workplace: Legal Implications and Recommended Solutions (**Labor & Employment**)
26. Rooting Out Racial Bias (**ISBA & IJA**)
27. Illinois 2022: New Year, New Laws (**Bench & Bar**)
28. Elder Law Basics: Will Drafting 101 (**Elder Law**)
29. 1031 Like-Kind Exchanges in Trust and Estate Planning - A National Perspective (**ISBA**)
30. 60 Tips - 60 Minutes (**Legal Technology**)
31. Minority Bar CLE: Post-Pandemic Workplace: The Challenges Faced by Women (**IBSA**)
32. Elder Law Basics: I'm a Fan of Trusts – Here's Why You Should Be Too (**Elder Law**)
33. SSFC - Improving Your Mental Health (**ISBA SSFC**)
34. 2021 Americans with Disabilities Act (ADA) Update - A National Perspective (**ISBA**)
35. 2021 Traffic Law & Legislative Update (**Expired – Traffic Law**)
36. Civility and Professionalism 2022: Pivoting for the Pandemic - Part 2 (**Bench & Bar**)
37. Asset Protection Techniques for Real Estate - A National Perspective (**ISBA**)
38. 2022 Illinois Legislative Update (**ISBA, SCBA, CIWBA**)
39. In Your Favor! Understanding the Brain's Decision-Making Process So You Can Win More Cases (**Criminal Justice**)
40. Hot Topic: Non-Competition Agreements in Illinois: 2022 Changes and Challenges (**Labor & Employment**)
41. Beneficiary Designations in Retirement Accounts - A National Perspective (**ISBA**)
42. ISBA Mutual CLE Series: File Retention and Destruction Guidelines for Illinois Lawyers (**Mutual & IBSA**)
43. 2021 Trust and Estate Planning Update - A National Perspective (**ISBA**)
44. An Employment Case Mock Trial - Part 1 (**Labor & Employment**)
45. Drafting and Administering Trusts Under the Illinois Trust Code - Part 2 (**Trusts & Estates**)
46. 9 Killer Marketing Ideas to Make 2021 Your Best Year Ever (**Expired – ISBA**)
47. Remote Depositions: Preventing and Responding to Witness Coaching (**Civil Practice & Procedure**)
48. Hamilton: An American Lawyer - Lessons for A Law Practice (**ISBA**)
49. Drafting LLC Operating Agreements, Part 1 - A National Perspective (**ISBA**)
50. A Brief Guide to Local Elections (**Expired – Local Government**)



## ISBA Guidelines for Future Live Onsite CLE

As a result of the success of ISBA's all-virtual CLE programming during the pandemic and the stated preference of over 85% of ISBA members for online CLE in the form of live webcasts and on-demand programs (*determined by surveys and CLE analytics*), the emphasis of ISBA CLE will be on live webcasts as the preferred presentation format to capture content for the ISBA on-demand CLE catalog.

However, if a section or committee desires to present a program in the live onsite format, they may submit a proposal that will be evaluated on whether the program provides attendees a unique experience, unlike the typical webcast CLE experience. Live onsite programs will be held at the ISBA's Chicago office, which can host up to 68 attendees. Other venues will be considered only if there is no venue cost to ISBA.

ISBA live onsite CLE will be allowed only in accordance with applicable public health guidelines and at such times as the ISBA believes it is safe for members and staff to congregate. ISBA retains the sole discretion to cancel a live onsite program or change the format to a webcast or recording. The health and safety of ISBA members and staff are of paramount concern and priority.

**A. Justification:** Proposals for live onsite CLE should present justification for the live onsite format. Factors that will be considered include, but are not limited to the following:

1. Networking is offered.
2. Interactivity is included (e.g., table clinics, polling, breakout sessions, etc.).
3. New attorneys in their first 5 years of practice (*i.e.*, who can attend for free) will be matched with a mentor for the day.
4. At least one new attorney speaker and/or one diverse speaker is included in the faculty.
5. A luncheon or reception is provided by a sponsor to be identified by the group submitting the proposal.
6. Rather than offering a live webcast of the program, selected speakers will be available after the event to record their topics for the on-demand catalog.

**B. Eligibility:** If the justification above is provided and deemed to have been met as determined by the Director of CLE in consultation with the ISBA CLE Committee, the following programs are eligible for live onsite CLE, if health and safety concerns are not an issue.

1. Joint ISBA Section/Committee CLE Programs:
  - a. Co-sponsored live onsite CLE programs.
  - b. Concurrent CLE events by multiple sections/committees.

2. One program annually by each of the six ISBA Sections with the largest section-dues-paying membership because of the greater pool of potential live onsite attendees. Attendance of 50 or more will qualify these programs to repeat in subsequent years. The qualifying sections are:
  - a) *Trusts and Estates*
  - b) *Real Estate*
  - c) *Family Law*
  - d) *Civil Practice*
  - e) *Tort Law*
  - f) *Criminal Justice*
3. Historically successful live onsite CLE programs. Attendance of 50 or more will qualify a live onsite program to be repeated in subsequent years. Qualifying programs currently include:
  - c. Agricultural Law
  - d. Environmental Law
  - e. Animal Law
  - f. Annual Abraham Lincoln's Legacy CLE
  - g. Traffic Law Updates
  - h. Bench and Bar Civility CLE
  - i. Workers' Compensation
  - j. Guardian Ad Litem programs
  - k. Minority Bar Joint CLE
4. CLE programs at ISBA Annual and Midyear Meetings.
5. Skills programs: Trial Techniques and 40 Hour Mediation.
6. Select Master Series programs.
7. Destination CLE programs, with a maximum of one per bar year for ISBA, if proposed and approved one year in advance, in accordance with ISBA's policy.
8. Other programs may be eligible, if rationale is presented and approved by the Director of CLE in consultation with the CLE Committee.



(Template For Agenda Listing)

\_\_\_\_\_ Law Section Council  
ACTIVE LIVE and ON-DEMAND CLE PROGRAMS  
DATE

LIVE:

1. **TITLE - DATE**

ON-DEMAND

1. **TITLE – Expires DATE**
2. **TITLE – Expires DATE**
3. **Etc...**

[Accreditation Extension Form:](https://www.isba.org/cle/coordinators/extendcredit)

<https://www.isba.org/cle/coordinators/extendcredit>

Requested New CLE Hours Per Bar Year: **X hours including X hours practice ready basics**



# 2023-2024 Deadlines

## CLE Proposal Deadlines

CLE programs and speakers should be confirmed four to six months prior to the event, unless it is a hot topic that can be presented more quickly. In the FY23-24 term, please plan programs that will occur between October of 2023 and November of 2024. The proposal form is available at <http://www.isba.org/cle/coordinators>.

## Live Onsite Programs

Submission Deadline	Presentation Date
July 15 <sup>th</sup>	December or January
September 15 <sup>th</sup>	February or March
November 15 <sup>th</sup>	April or May
January 15 <sup>th</sup>	June
March 15 <sup>th</sup>	September
May 15 <sup>th</sup>	October or November

## Webcast or Webinar Presentations

Submission Deadline	Presentation Date
July 15 <sup>th</sup>	October or November
September 15 <sup>th</sup>	December or January
November 15 <sup>th</sup>	February or March
January 15 <sup>th</sup>	April or May
March 15 <sup>th</sup>	June
May 15 <sup>th</sup>	<sup>12</sup> September

# Ways to Identify Current Online CLE Content for an ISBA Section or Committee

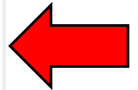
## OPTION 1:

1. Go to [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) and select the link to “current Online CLE programs”:

### CLE Program Planning Requirements and Resources

#### Coordinator Planning Information

- Check your **section's or committee's current Online CLE programs** to identify and plan for missing topics in your next program.
- [CLE Coordinator Handbook](#) 📖
- [Checklist for CLE Coordinators](#) 📖
- [Example Agendas](#) 📖



2. Select your group from the list of sections and committees at [www.isba.org/cle/coordinators/programs](http://www.isba.org/cle/coordinators/programs) and view current available content sponsored by that section or committee. If a section or committee doesn't appear then there are no current programs.



### Committees

- Attorney Registration and Disciplinary Commission
- Delivery of Legal Services
- Disability Law
- Racial and Ethnic Minorities and the Law
- Sexual Orientation and Gender Identity
- Women and the Law

### Sections

- Administrative Law
- Agricultural Law
- Alternative Dispute Resolution
- Animal Law
- Federal Taxation
- General Practice, Solo, and Small Firm
- Health Care Law
- Human Rights

# OPTION 2:

1. Use the search filters on the ISBA CLE On-Demand CLE page to search for all content related to your section or committee, not just programs sponsored by them. Search the new lawyers and practice ready basics categories for back to basics programming. [www.isba.org/cle/ondemand](http://www.isba.org/cle/ondemand)



### Filter Programs By:

Title:

Topic:

PMCLE:   
Professional Responsibility MCLE Credit (PMCLE included in general MCLE credit)

Closed Captioned

### Trending Topics

- Law Office Management
- Legal Technology
- New Lawyers
- Basic Skills for New Attorneys
- On-Camera Speaker Tips

**ISBA Members: All programs listed below are eligible for Free CLE**

Eligibility to earn MCLE credit for recorded programming expires two years from the program date unless otherwise noted; you must view and certify credit within this period. The date you certify completion is the date recorded for earning your MCLE credit. Note, you may not claim credit for attending/completing the same course twice within a 12 month period.

Course ▲	MCLE	PMCLE
Business Considerations in Structure and Managing an Estate Planning Practice - Practice Ready Series	0.50	
Cannabis 101: Advising Your Illinois Clients on the Cannabis Industry	1.00	
E-Filing: How to File Properly While Meeting Privacy Obligations	1.00	1.00
Eliciting What You Need to Know from Your Client - Practice Ready Series	0.50	