




**CBF LEGAL AID ACADEMY
INFORMATION FOR LEGAL AID ATTORNEYS**

- **The CBF Legal Aid Academy** provides training and professional development opportunities for legal aid attorneys and staff by offering high quality, free training. The Academy relies on pro bono contributions from many supporters to provide this training without cost to legal aid organizations. In addition, the CBF partners with the CBA to provide free CBA memberships, including CLE Advantage, to attorneys at our grantee organizations.
- **Types of Training**
 - **Customized Training Programs:** Free training programs customized for the legal aid community. Law firms, legal consultants and others in the community prepare and present these programs pro bono.
 - **Coordinated Training Programs:** Programs offered by CLE providers or firms who are Legal Aid Academy supporters and therefore set aside a certain number of free spots for Legal Aid Academy attorneys when the subject-matter appears relevant to legal aid practice. The audience is broader than just legal aid attorneys and may have a slightly different focus; therefore, it is important to evaluate the description to determine whether the program is a good fit for you.
- **Information about the Academy can be found in multiple locations**
 - Legal Aid Academy Newsletter: Circulated quarterly by the CBF and includes information about upcoming training programs, recent highlights, pro bono training contributions from Chicago attorneys and more. If you would like to be added to this distribution list, please contact Angela Inzano (contact info below).
 - Legal Aid Academy Training Alerts: Circulated on an as-needed basis by the CBF and includes information regarding upcoming training programs.
 - All training programs are also posted on www.IllinoisLegalAdvocate.org and identified by  **CBF Legal Aid Academy**. Attorneys can also register for trainings on this site.
- **CBA CLE Advantage Membership**
 - The Academy partners with the Chicago Bar Association to provide free CLE Advantage memberships for all of the legal aid attorneys working at CBF grantee organizations, providing unlimited access to all CBA CLE programs at no cost.
 - If you cannot remember your CBA password, please contact the CBA MCLE Coordinator at 312-554-2052. Your default password is your CBA member number and your last name (ex: smith325232).
 - You can check your CLE credits in your CBA [MCLE Credit Tracker](#) by going to the CBA website.

Please see the reverse side for Legal Aid Academy Registration Policies and Procedures, information regarding the Practicing Law Institute and contact information.

- **Practicing Law Institute (PLI)**

- Illinois legal aid attorneys have access to all of PLI's live and online CLE programming for free!
 - Live Seminars, Live Webcasts, and Live Audio Only Access Programs
 - "On-Demand" web CLE programs including the following formats: Audio Only Web Programs, Web Segments, and On-Demand Web Programs (over 2,500 hours of On-Demand Content)
 - MP3s and MP4
- Each organization manages its own PLI account. If your organization does not have an account, your administrator may contact Leonard McKenzie, who manages this program for PLI, at lmckenzie@pli.edu or 212-824-5826. Once your organization has an account, all you have to do to register for the program is:
 - Go to www.pli.edu and click Login in the upper right corner.
 - In the Returning Members box, check the box which says "Reset Password".
 - Input your username [YOUR USERNAME IS YOUR E-MAIL ADDRESS] and the verification code and click "Send me my password" – an email will be sent to you.
 - Re-login using the new password.
 - Enjoy unlimited free access to PLI's seminars!

- **Registration Policies & Procedures**

- Attorneys can register for all Academy programs by going to the calendar on www.IllinoisLegalAdvocate.org. The CBF has discretion to limit or modify registration as needed.
- Eligibility:
 - All legal aid attorneys are eligible to attend all Academy programs.
 - Legal aid non-attorney staff members are eligible to attend customized programs where the subject matter is appropriate.
 - Legal aid volunteers, fellows and interns are eligible to attend any customized program where space is available.
- Cancellation Policy:
 - We have waitlists for many programs and rely on volunteer contributions to offer training through the Academy. It is therefore important for us to use the space we request.
 - If an attorney registers for a training program and learns that he/she can no longer attend the program, he/she should contact the CBF immediately so that we can try to fill the spot or notify the host organization in the event we are unable to do so. The attorney should feel free to find a replacement within his/her organization in these situations.
 - If an attorney does not notify the CBF of his/her absence in advance of the program, an email regarding the oversight will be sent to the attorney and his/her supervisor, and the CBF Program Manager can, at his/her discretion, limit registration for Academy programs in the future.

- **Questions, Suggestions for Future Programs, Cancellations**

- Please contact Angela Inzano, Program Manager, The Chicago Bar Foundation, at ainzano@chicagobar.org, 312-554-4952.