SELF-STUDY PROGRAM GUIDE

All formats outside of standard classroom setting in which the attendees can participate from their computer or phone are considered self-study activities. Pursuant to CCLE Reg. 409.1 (B), only sponsors can apply for accreditation for self-study activities. Attorneys and judges may not apply for accreditation of self-study activities on their own behalf.

Applications for self-study accreditation (Form 10 and Form 30) shall be submitted within 30 days after the initial availability of the program, along with a $25 application fee made payable to the Supreme Court of Ohio.

The most popular self-study formats are live webcast, on-demand, and live interactive webinars. These self-study formats and requirements are defined below.

Definitions
Live Webcast: A program occurring in real-time on the web on a specific date and time. Attendees are able to view the program materials and ask questions in real-time; however, the attendees may not be able to view the presenter in real-time. Form 10 is required to apply for accreditation.

> Examples of a live webcast:
> A program scheduled on a specific date and time, the presentation is pre-recorded, and the audience is able to ask questions of the speaker and/or moderator.
>
> A program in which the speaker is live, however, there is no technology for the audience to see the speaker. Attendees are only able to see PowerPoint or program materials. The audience is able to ask questions of the speaker through a chatroom.

On Demand: Is a pre-recorded program that can be completed anytime during the program's approved date range. On-demand programs have no live interaction. Form 10 is required to apply for accreditation.

Live Interactive Webinars: Is a webinar that is occurring in real-time and is interactive with the audience. These programs require a greater level of interactivity than a live webcast. In addition to the self-study requirements pursuant to CCLE Reg. 409, there must be at least two different methods of interactivity and the audience must be able to see the presenter. Methods of interactivity can include but are not limited to: breakout chatrooms; audience participation questions; answering questions in real-time; participants able to interact with one another; and screen sharing. Live Interactive Webinars simulate a live in-person program. Form 30 is required to apply for accreditation.

Allowable Hours – Gov.Bar R. X, Sec. 5
Live Webcasts and On-Demand programs are considered self-study programs and are subject to a 12-hour self-study cap each biennial compliance period.

Live Interactive Webinars are considered self-study programs and are subject to a cap of 24 hours each biennial compliance period. Live interactive webinars went into effect on July 1, 2019. Prior to the effective date, all webcast were subject to the 12 hour self-study cap.

Attorneys and Judges may take 12 hours of traditional Self-Study (live webcast or on-demand), in addition, to the 24 hours of live interactive webinar credit for a total of 36 hours for each biennial compliance period. Hours completed above the caps do not carryover to the next compliance period.

CCLE Form 10 for Live Webcasts & On Demand Programs
Sponsors seeking accreditation for a live webcast or on-demand pre-recorded activity should complete a Form 10 identifying all of the following criteria have been met:

1.) Have a secure log in by setting up some type of user name confidential password combination;
2.) Method to verify participation, such as polling (random verification prompts);
3.) Provide handout material;
4.) Provide a course evaluation;
5.) Provide a course certificate of completion.

CCLE Form 30 for Live Interactive Webinars occurring in" Real-Time"
Sponsors seeking accreditation for a live interactive webinar should complete a Form 30 identifying the methods of interactivity and that the following criteria have been met:

1.) Attendees must be able to view the presenter in Real Time for a course to qualify for live interactive webinar credit;
2.) Have a secure log in by setting up some type of user name confidential password combination;
3.) Method to verify participation, such as polling (random verification prompts);
4.) Provide handout materials;
5.) Provide a course evaluation;
6.) Provide a course certificate of completion;
7.) Must include a "Written Statement Describing Methods of Program Interactivity" with application.

Written Statement Describing Methods of Program Interactivity
The Form 30 must include a written statement which describes in more detail at least two simultaneous interactivity methods used that make the program eligible for Live Interactive Webinar credit. Polling verification of participation and login credentials do not count as interactivity. Each program is different so statements for methods of interactivity will vary from sponsor to sponsor.

> Example of Interactivity Statement
> The methods of interactivity for this program include attendees being able to ask questions to the presenter online in real-time through a chatroom. Every attendee can see all questions and answers that are posted and they have the option to interact with each other, not just the presenter. Presenter can be seen by all attendees and share their desktop in order to show materials/various documents. We also include real-time polling questions throughout the program to ensure the attendees are paying close attention. Also, the platform records login and logout times of each attendee.