

**APPLICATION FOR ACCREDITATION OF NEW LAWYER TRAINING  
(CCLE Form 20)**

Please email completed form to:  
[OHCLEapp@sc.ohio.gov](mailto:OHCLEapp@sc.ohio.gov)  
 Instructions for emailing CLE applications

Activity Code: \_\_\_\_\_

**NOTICE OF DECISION**

The following action has been taken on this application:  
 APPROVED for \_\_\_\_\_ CLE credit(s), including  
     \_\_\_\_\_ Professionalism \_\_\_\_\_ Law Office Management  
     \_\_\_\_\_ Client Fund Management  
 ACCREDITATION DENIED. Reference \_\_\_\_\_

Date: \_\_\_\_\_ CLE Staff: \_\_\_\_\_

**SPONSOR INFORMATION**

|   |                      |                   |
|---|----------------------|-------------------|
| 1. Name and address of organization providing or sponsoring the activity (not the name of person applying). |                      |                   |
| 2. Website:   |                      |                   |
| 3. Name of sponsor contact person:  | 4. Telephone Number: | 5. Email Address: |

**ACTIVITY INFORMATION**

|   |
|---|
| 1. Title of Educational Activity:   |
| 2. Date(s) and Location(s) (Including City and State):  |
| 3. Methods of Presentation:<br><input type="checkbox"/> Faculty in room with participants<br><input type="checkbox"/> Live Technology in group setting (includes Satellite, Videoconference, and Teleconference)<br>If Live Technology, was there an opportunity to ask questions of faculty during or immediately following the presentation?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><input type="checkbox"/> Prerecorded Presentation<br>Name of Qualified Speaker for prerecorded presentation (attach speaker biography): _____<br>Ohio Attorney Registration Number: _____ |
| 4. Advertised to: <input type="checkbox"/> Lawyers <input type="checkbox"/> Others, please specify  |
| 5. List any admission restrictions:   |
| 6. Are 25% of the seats reserved for new lawyers? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 7. Has the sponsor developed a method of evaluation for this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 8. Are course materials provided to attendees? <input type="checkbox"/> Yes <input type="checkbox"/> No    Total Number of Pages: _____<br>When are materials distributed? <input type="checkbox"/> Before Program <input type="checkbox"/> At program <input type="checkbox"/> Electronic <input type="checkbox"/> Other, please explain   |
| 9. Do the course materials include the following:<br>A. Citations to and copies of relevant statutes and regulations: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>B. Practical checklists: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>C. Basic forms with instruction on when to use them and how to complete them: <input type="checkbox"/> Yes <input type="checkbox"/> No   |

**REQUIRED ATTACHMENTS**

**TOTAL HOURS REQUESTED**

|   |   |
|---|---|
| 10. Please attach the following documents to the application:<br>A. Detailed time schedule (must show times of day, not just length of time)<br>B. Brochure, course outline or course description<br>C. Faculty names and credentials<br>D. Complete set of materials must be available upon request.<br>Do <u>not</u> send materials unless requested. | 11. Please state the total hours of instruction for which you are requesting NLT credit, <b>not</b> including opening or closing remarks and breaks:<br><br>General Hours                      _____<br>Law Office Management            _____<br>Client Fund Management          _____<br>Professionalism                      _____<br>Total Hours                            _____ |
|---|---|

**CONTACT INFORMATION OF PERSON APPLYING FOR ACCREDITATION**

|  |                |
|--|----------------|
| Submitted by: <input type="checkbox"/> Representative of Sponsor:   Sponsor acknowledges and agrees to comply with all applicable rules and regulations. |                |
| Name:  | Address:       |
| Telephone Number:  | Email Address: |
| Signature  | Date           |

## Instructions/Sponsor Obligations

Newly admitted attorneys and recently registered corporate status attorneys must complete twelve hours of new lawyer training instruction during their first biennial reporting period. Three of the twelve hours must include one hour each of instruction in professionalism, law office management, and client fund management. The remaining nine hours of instruction must include one or more substantive law topics that focus on handling legal matters in specific practice areas.

1. A Sponsor must file this form at least 30 days prior to the presentation of a NLT activity for Commission approval. The application must be accompanied by a nonrefundable application fee of \$25.00.
2. Please ensure that the submission is complete and accurate, as incomplete applications will be returned unprocessed. If you wish to submit supplemental information or make changes to a pending application, please wait until you have been assigned an Approved Activity Code. Additional materials can be accepted only if they are clearly marked with the Approved Activity Code.
3. A Sponsor of a CLE activity approved under this Regulation must submit all requests for CLE credit to the Commission within 30 days after presentation of the CLE activity. Instructions for electronic transfer of CLE credits are available by contacting the CLE office. Instructions also are included with notification of approval of the program. A list of attendees at each approved CLE activity must be kept by the Sponsor for 2 years following the presentation of the CLE activity.
4. The Sponsor is required to allow the Commission, or its designated representative, to audit the activity at no charge and without prior notification.
5. The program must satisfy the standards of Gov. Bar R. X, Regulation 406.
6. Instruction must be live and must occur in a suitable setting, conducive to good educational environment. Sponsors of NLT courses are encouraged to use a variety of methods of instruction, including lectures, panels, workshops, and other forms of participatory or interactive learning where appropriate.
7. Sixty minutes of actual instruction or other approved activity shall constitute one credit hour. Programs less than 60 minutes in length are not eligible for accreditation.
8. New attorneys are required to complete three hours of instruction in professionalism, law office management and client fund management. If you are requesting credit for any of these areas, please provide a description showing that the program content meets the following requirements:
  - Professionalism instruction should consist of instruction on topics related to professional conduct, professional relationships, obligations of lawyers or aspirational ideals of the profession;
  - Law Office Management should consist of instruction on topics related to fundamental law office management practices;
  - Client Fund Management should consist of instruction on topics related to client fund management.
9. To be accredited for NLT instruction, the activity should include thorough, high-quality, written materials that emphasize and include checklists of procedures to follow, practical instructions, and forms with guidance as to how they should be completed and when they should be used.
10. To be accredited for NLT instruction, sponsors should ensure that at least 25% of the seating is reserved for new attorneys.
11. Credit is **NOT** given for:
  - Breaks
  - Opening or Closing Remarks
  - Introductions and Administrative Matters
  - Evaluations