

**APPLICATION FOR ACCREDITATION OF A NEW LAWYER TRAINING SELF-STUDY ACTIVITY
(CCLE Form 27)**

Please email completed form to:
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):

ACTIVITY INFORMATION

2. Title of Self-Study Program:

3. How can the program be obtained or purchased?

4. Live Technology:

Date(s) Live Technology Program Held? _____

Methods of Delivery: (please check all that apply): Live Webcast Teleconference Videoconference
 Other _____

5. Do the course materials include the following:

A. Citations to and copies of relevant statutes and regulations: Yes No

B. Practical checklists: Yes No

C. Basic forms with instruction on when to use them and how to complete them: Yes No

6. Can you, as the Sponsor, identify the individual who is actually engaged in the program: Yes No

If yes, please indicate type of verification used: Email and Confidential Password Combination Security or Challenge Questions
 Image Phrases and Image Authentication Other _____

7. Is the Attorney required to actively participate throughout the program for an amount of time equivalent to the number of credit hours requested? Yes No

If yes, please indicate the method used to verify participation time:

Polling Verification Codes Completion of Test Questions Other _____

8. Is the Attorney required to reach a certain level of competency in order to move from one level to the next or to pass the program? Yes No

If yes, please describe the method(s) used to measure competency: _____

9. Is the Attorney required to complete a mandatory evaluation in order to receive credit? Yes No

10. Is the Attorney provided a certification completion upon completing the program? Yes No

REQUIRED ATTACHEMENTS TO THIS APPLICATION

11. Please attach the following documents to the application:

- A. Detailed time schedule
- B. Short synopsis or outline of subject matter
- C. Faculty names and credentials

TOTAL HOURS REQUESTED

12. Please state the total minutes of instruction for which you are requesting NLT credit, **not** including business meetings, opening or closing remarks, or breaks:

General Hours _____
 Law Office Management _____
 Client Fund Management _____
 Professionalism _____
 Total Hours _____

NAME OF PERSON APPLYING FOR ACCREDITATION

Submitted by: Representative of Sponsor. The Sponsor acknowledges and agrees to comply with all applicable rules and regulations.

Name:	Address:
Telephone Number:	Email Address:
Signature	Date

Summary of Sponsor's Obligations

IMPORTANT: Only Sponsors may apply for accreditation of Self-Study Activities. Attorneys and Judges may **not** apply on their own behalf for accreditation of Self-Study Activities. (Regulation 409.1(B)).

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.

A Sponsor may apply for New Lawyers Training self-study credit for its live webcasts or live teleconferences by submitting 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.

This application for accreditation shall be accompanied by:

- A non-refundable fee of \$25.00 (Regulation 414.1).
- 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.
- 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.
- Names and qualifications of the program faculty.

By accepting accreditation of a self-study program, a Sponsor agrees to:

- Advise the Commission within 30 days if any material change has been made in the program format or subject matter, or a change in internet service providers (Regulation 409.1(G)).
- Provide participants with mandatory evaluation forms, with evaluation data submitted to the Commission every six months (Regulation 409.1(K)).
- Submit, on a monthly basis, a request for NLT credit for each Attorney or Judge who has successfully completed the activity during the past 30 days (Regulation 409.1(F)). By submitting the requests for NLT credit, the Sponsor certifies that each Attorney or Judge requesting credit has submitted the mandatory evaluation, has obtained the minimum competency, and has actually participated in the activity.
- Keep records of individuals purchasing and successfully completing the NLT self-study activity for two years following the completion of the CLE activity (Regulation 409.1(F)).
- Inform the Attorney or Judge purchasing the self-study program of the twelve hour limitation on self-study (Regulation 409.1(L)).
- Comply with all of Ohio's Rules and Regulations including any amendments thereto.