

**SPONSOR REQUEST FOR ACCREDITATION
LIVE INTERACTIVE WEBINAR FOR
MAYOR'S COURT TRAINING**
(CCLE Form 33)

Please email completed application and required attachments as one PDF document 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 _____ Professional Conduct Hours.
 ACCREDITATION DENIED. Reference _____

Date: _____ CLE Staff: _____

SPONSOR INFORMATION

1. Sponsor Number:
2. Name and address of organization providing or sponsoring the activity
3. Website:
4. Name of sponsor contact person:
5. Telephone Number:
6. Email Address:

LIVE INTERACTIVE WEBINAR INFORMATION

7. Title of Mayor's Court Educational Activity:
8. Date(s) of Live Interactive Webinar Program
9. Type of Mayor's Court Education.
Sponsor certifies agenda complies with the education requirements of Mayor's Court Rules:
 O.V.I. (May. R. 3) Other than Alcohol & Drug Related Traffic Offenses (General) (May. R. 4)
10. **METHODS OF INTERACTIVITY** To qualify as a live interactive webinar there must be at least two means of live simultaneous interactivity with the live speakers/presentation. A written statement **MUST** be included describing the methods of interactivity in detail.

11. In addition, to the detailed written statement, please check all methods of interactivity that apply to the live webinar: Able to view presenter in real-time (required) Direct Audience Participation (attendees can personally ask questions of speakers/or can submit written questions to be asked of live speaker) Audience Response Techniques (live audience engagement such as interactive software with real time polling, surveys, Q&A, etc.) Webinar software for presenters to share desktop and documents in real time Other, all other methods of interactivity must be described in detail.

ATTENDANCE VERIFICATION TECHNOLOGY

12. Can you, as the Sponsor, identify the individual who is actually engaged in the live webcast? 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
13. 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
14. Please indicate the method used to verify participation time:
 Polling Verification Codes Completion of Test Questions Other
15. Is the program closed to outside attendees (those not associated with the sponsor)? If so, include a written variance request.
16. Are course materials provided to attendees? Yes No Total Number of Pages: _____
When are materials distributed? Before Program At program Electronic Other, please explain
17. Is the attorney required to complete a mandatory evaluation in order to receive credit? Yes No
18. Is the Attorney provided a certification completion upon completing the program? Yes No
19. Required Documentation.
 - Attach a copy of the brochure/program agenda that includes a detailed time agenda and speaker names
 - Provide a written description detailing at least two methods of interactivity that are used.
 - If mailing application, a \$25 application fee made payable to the Supreme Court of Ohio (check or money order only). An invoice will be sent for the application fee for applications sent by email.

20. **TOTAL HOURS REQUESTED**
Pursuant to Gov.Bar R. X, Sec. 5, the Commission may allow 1 credit hour for every 2 credit hours of mayor's court education completed by an attorney.
Please state the total hours of instruction for which you are requesting CLE credit, excluding opening and closing remarks and breaks:
General Hours _____ Professional Conduct Hours _____ = Total Hours _____

21. Pursuant to Reg. 409.1(B) only sponsors may apply. I certify that I am the sponsor applying for accreditation for the above course. Please type name of person completing application _____

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Mayor's court education credit. Pursuant to Gov. Bar R. X, Sec. 5 (G), the Commission may allow one credit hour for every two credit hours of accredited mayor's court education completed by an attorney for the purpose of serving as a mayor's court magistrate pursuant to section 1905.05 of the Revised Code. A Sponsor seeking approval of a Mayor's Court Training must comply with May R. 3 and May R. 4.

Important: Live Interactive Webinars are considered Self-Study Activities. Pursuant to CCLE Regulation 409.1 (B) Attorneys and Judges may **not** apply on their own behalf for accreditation of Self-Study Activities.

A Sponsor seeking approval of a Live Interactive Webinar shall submit an application for accreditation no later than 30 days after the date of initial availability of the Self-Study activity (Regulation 409.1(B)).

This application for accreditation shall be accompanied by:

- A description of the subject matter of the Self-Study Activity and method of instruction (Regulation 409.1(C)(1)).
- Names and qualifications of the speakers and the agenda with a detailed time schedule (Regulation 409.1(C)(2)).
- Please note that a required component is the attendees must be able to view the presenter(s) in real-time.
- A written statement MUST be included describing the methods of interactivity in detail. To qualify as a live interactive webinar there must be at least two means of interactivity that include simultaneous live interaction with the presenter. Examples of live interactivity may include direct audience participation and audience response techniques such as:
 - Ask a question (must be able to interact with the live presenter)
 - Interactivity via chat room accessible by the presenters and program attendees
 - Participants can make real-time comments and interact
 - Presenters can share desktop applications and documents
 - Presenters can see attendees
 - Real-time polling of live audience
 - Real-time survey
 - Live Q & A session
- Variance Request. If the program is closed to outside attendees (those not associated with the sponsor) submit a written statement explaining/detailing the reason the program is being closed.

By accepting accreditation of a live interactive webinar, a Sponsor agrees to:

- Inform the Attorney or Judge purchasing the self-study program of the twenty-four (24) hour limitation on Live Interactive Webinars (Gov. Bar R. X, Sec. 5 (E)(2)).
- Electronically submit within 30 days of the activity CLE credit for each Attorney or Judge who has successfully completed the activity (Regulation 409.1(F)).
- The Sponsor shall retain attendance records for two years following the completion of each Self-Study activity (Regulation 409.1(F)).
- 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)).
- By submitting the requests for CLE 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 (Regulation 409.1(I)).
- Provide participants with mandatory evaluation forms, with evaluation data submitted to the Commission every six months upon request (Regulation 409.1(L)).
- Comply with all of Ohio's Rules and Regulations including any amendments thereto.
- Pay the \$25 application fee required for live interactive webinar applications, unless you have

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been granted self-study established sponsor status.