

**SPONSOR REQUEST FOR ACCREDITATION  
IN-PERSON CLE ACTIVITY  
MAYOR'S COURT TRAINING**  
(CCLE Form 34)

Please email completed application and required attachments as one PDF document 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 \_\_\_\_\_ 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: \_\_\_\_\_

**ACTIVITY INFORMATION**

7. Title of Mayor's Court Educational Activity: \_\_\_\_\_
8. Date(s) and Location(s) (including City and State) of Activity: \_\_\_\_\_
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)

**METHODS OF PRESENTATION**

10. Select Method of Presentation  
 Faculty in room with participants  
 Groupcast (all attendees must be in a physical classroom setting with a moderator) in which the speakers may utilize webcast, satellite, video conference and/or teleconference to stream presentations to the live in-person classroom.  
  - All attendees of the Groupcast are in a physical classroom with a moderator?  Yes  No
  - Please provide the location and address where the Groupcast in-person event will be held: \_\_\_\_\_
  - Is there an opportunity for attendees to ask faculty questions who are not physically in the classroom with the attendees during or immediately following the presentation?  Yes  No Prerecorded Presentation  
Name of Qualified Speaker for prerecorded presentation (attach speaker biography): \_\_\_\_\_  
Ohio Attorney Registration Number: \_\_\_\_\_

11. Advertised to:  Lawyers  Others, please specify \_\_\_\_\_  
If program is not primarily for attorneys, please attach a supplementary Form 13 (for sponsors) or Form 14 (for individual attorney applicants) to apply for the program on an interdisciplinary basis.

12. List any admission restrictions: \_\_\_\_\_
13. Has the sponsor developed a method of evaluation for this activity?  Yes  No  
Please note that a method of evaluation is required for the Activity to be eligible for CLE accreditation.
14. Are course materials provided to attendees?  Yes  No Total Number of Pages: \_\_\_\_\_  
When are materials distributed?  Before Program  At program  Electronic  Other, please explain \_\_\_\_\_

15. **REQUIRED ATTACHMENTS**
  - A. Detailed time schedule (must show times of day, not just length of time)
  - B. Brochure, course outline or course description
  - C. Faculty names and credentials
  - D. Complete set of materials must be available upon request

16. **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 \_\_\_\_\_

17.  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 \_\_\_\_\_

**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.

By submitting this Application, the Sponsor agrees to comply with all of Ohio's CLE Rules and Regulations including any amendments thereto.

The Sponsor agrees that the agenda complies with the educational training requirements as outlined in Mayor's Court Rules 3 and 4.

Form 6 is to be used by Sponsors presenting a CLE activity **in Ohio**. You must file this form at least 60 days prior to presentation for Commission approval of a CLE activity. The application for accreditation shall be accompanied by a nonrefundable application fee of \$25.00 (Regulation 405). If you are submitting an application less than 60 days in advance for an activity that will take place in Ohio, include a \$100 nonrefundable late fee, in addition to the application fee.

Activities offered by webcast, real-time video conference, on-demand and/or teleconferences are considered self-study activities. Pursuant to Reg. 409(B) only Sponsors may apply for accreditation of Self-Study Activities.

Please make sure that your application is complete and accurate; incomplete applications will be returned to the sender unprocessed. We are unable to match up correspondence sent separately from the application. If you wish to submit supplemental information or make changes to a pending application, please wait until you have been assigned an Ohio Activity Code. Additional materials can be accepted only if they are clearly marked with the Ohio Activity Code.

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. (Regulation 405 (E))

A Sponsor is required to allow the Commission, or its designated representative, to audit the CLE activity at no charge and without prior notification.

Sixty minutes of actual instruction or other approved activity shall constitute one credit hour. Thirty minutes of actual instruction or other approved activity shall constitute one-half credit hour. (Rule X, Sec. 5(A)).

Regulation 408.1(A) requires that attendees in a group setting viewing a prerecorded program or viewing a program using live technology, such as video-conferencing and teleconferencing, be able to ask questions of the program faculty during or immediately following the presentation. If faculty members are not available either in person or via live telecommunication during the presentation or if a qualified speaker is not present, then attendees shall be provided a methodology to ask questions and receive responses from faculty within 72 hours of the presentation.

Please note that it may take up to 45 days to process your application.

CLE credit is **NOT** given for:

- Breaks
- Business Meetings
- Opening and Closing Remarks