

**UNIFORM APPLICATION FOR ACCREDITATION
OF CONTINUING LEGAL EDUCATION ACTIVITY
(CCLE Form 6)**

Please email completed and typed form to:
OHCLEapp@sc.ohio.gov
Instructions for emailing CLE applications

Activity Code: _____
The following action has been taken on this application:
<input type="checkbox"/> APPROVED for _____ CLE credit(s), including _____ Professional Conduct Credit Hours.
<input type="checkbox"/> 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. Sponsor Contact Information: Name:	Telephone Number:	Email Address:

ACTIVITY INFORMATION

4. Title of Educational Activity:
5. Date(s) and Location(s) (Including City and State):
6. Methods of Presentation: PLEASE NOTE: a webcast or teleconference viewed by an attorney from their own location and NOT held in a moderated physical classroom with all attendees is considered a self-study activity in Ohio and applications must be submitted on Form 10. Only sponsors may apply for accreditation for self-study activities, which includes webcasts, teleconferences, and on-demand activities.
<input type="checkbox"/> Faculty in room with participants
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Prerecorded Presentation Name of Qualified Speaker for prerecorded presentation (attach speaker biography): _____ Ohio Attorney Registration Number: _____
7. Advertised to: <input type="checkbox"/> Lawyers <input type="checkbox"/> 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.
8. List any admission restrictions:
9. Has the sponsor developed a method of evaluation for this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that a method of evaluation is required for the Activity to be eligible for CLE accreditation. If unknown, please contact the sponsor to confirm that a method of evaluation was provided.
10. Are course materials provided to attendees? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Number of Pages: _____ When are materials distributed? <input type="checkbox"/> Before Program <input type="checkbox"/> At program <input type="checkbox"/> Electronic <input type="checkbox"/> Other, please explain

REQUIRED ATTACHMENTS

TOTAL HOURS REQUESTED

11. Please attach the following documents to the application: 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	12. Please state the total hours of instruction for which you are requesting CLE credit, not including breaks, business meetings, or opening or closing remarks: General Hours: _____ Professional Conduct Credit Hours: _____ Total Hours: _____
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APPLICATION SUBMITTED BY: PLEASE INDICATE IF YOU ARE SPONSOR OR ATTORNEY APPLYING FOR ACCREDITATION

<input type="checkbox"/> Sponsor Applying for Accreditation. Name of Sponsor Representative: _____	
<input type="checkbox"/> Individual Lawyer Applying for Accreditation. Name of Attorney: _____ OH Attorney Registration Number _____, I affirm that I attended the above presentation and request CLE credit for my attendance for a total of _____ credit hours, which includes _____ professional conduct hours.	
Signature of Applicant:	Date:
Phone #	Email:

Instructions/Sponsor Obligations

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

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). (Please note: if you are an Established Sponsor, you must use Form 18, not Form 6.) If you are submitting an application less than 60 days in advance for an activity that will take place in Ohio, please include a \$100 nonrefundable late fee, in addition to the application fee.

Form 6 may also be used by the Sponsor of an **out-of-state** CLE activity or an Ohio attorney attending an **out-of-state** CLE activity. If you are requesting pre-approval, the application should be received at least 60 days in advance of the program so that we have ample time to review the application. Post-program approval must be requested within 60 days after the program takes place (Regulation 410). Individual attorney applicants will be charged a fee of \$25 for applications filed more than 60 days after the program.

If attendance at an activity is limited to persons associated with your organization or if all the speakers at that program are associated with your organization, then the activity may be considered to be a "Special Program." Please see Regulation 407 for an explanation of the additional requirements for this type of program. You must submit Form 8 rather than Form 6 to apply for a Special Program.

Activities offered by live 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. Attorneys and Judges may not apply on their own behalf for accreditation of Self-Study Activities. **Form 10 must be used to apply for accreditation for webcasts, teleconferences and on-demand 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 (Rule X, Sec. 5(A)). Programs less than 60 minutes in length are not eligible for CLE credit in Ohio.

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.

During each biennial compliance period, Ohio attorneys are required to meet a Professional Conduct requirement that includes 2.50 hours of professional conduct instruction. If you are requesting credit for professional conduct, please provide a description showing that the program content meets the requirements of Gov. Bar R. X, Sec. 3 (B). If the materials do not clearly show this, then your application will be returned to you unprocessed with a request for additional information. For a list of topics that qualify for accreditation as professional conduct, see Gov. Bar R. X, Sec. 3(B).

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