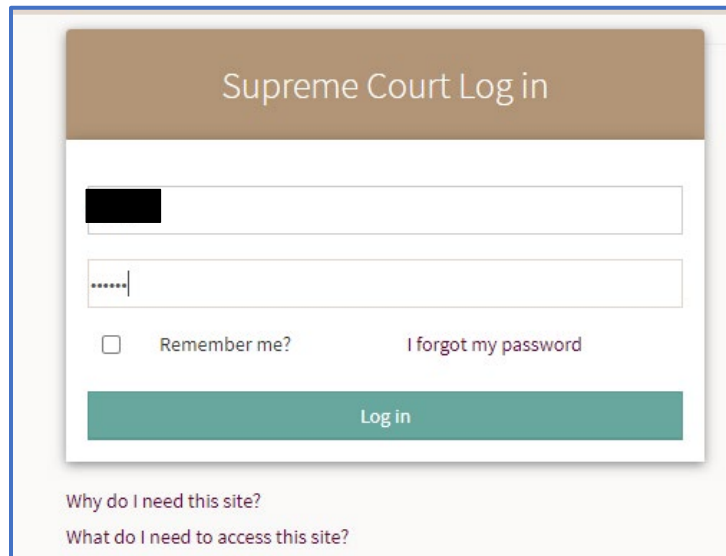


## Attorneys who completed all their hours by December 31, 2021

- **Check your 2020-2021 transcript.** Sponsors may report hours for the 2020-2021 period after the notice of apparent noncompliance is mailed. It is possible that your deficiency will be reduced or removed during the late compliance period.
  - A. Log into the [Attorney Services Portal](#) to review your transcript for 2020-2021.



Supreme Court Log in

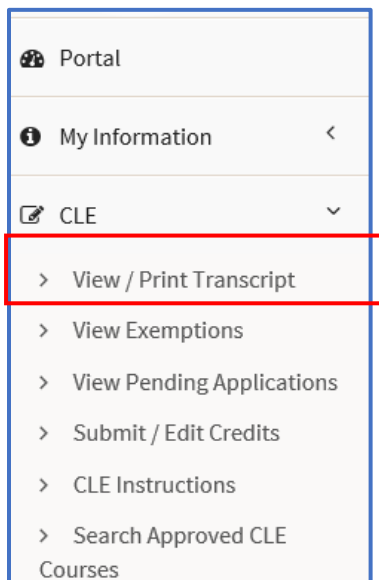
.....

Remember me? [I forgot my password](#)

Log in

[Why do I need this site?](#)  
[What do I need to access this site?](#)

- B. Select CLE and then View/Print Transcript.



Portal

My Information

CLE

> View / Print Transcript

> View Exemptions

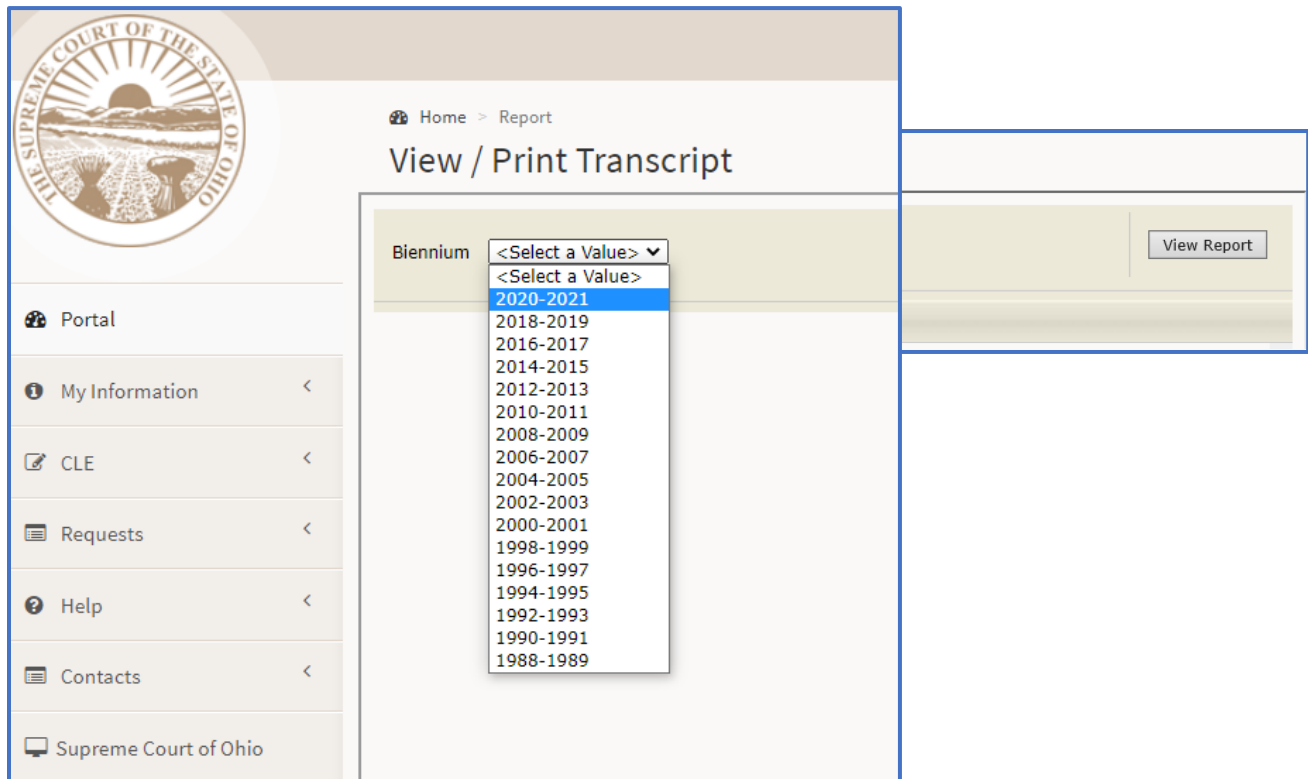
> View Pending Applications

> Submit / Edit Credits

> CLE Instructions

> Search Approved CLE Courses

C. Next to Biennium, select 2020-2021, then click View Report at the top, right of your screen.



D. If your 2020-2021 transcript shows you have met all requirements, no further action is required. **Attorneys are required to review their transcript for accuracy and notify the Commission if information is inaccurate or missing. See CLE Reg. 303.** A Withdrawal of Notice of Apparent Noncompliance will be emailed to you.

E. If you have a deficiency on your 2020-2021 transcript, answer the following questions:

1. Are the programs you need to add to your 2020-2021 transcript approved in Ohio for CLE? If yes, go to 2. If no, go to 3. If you do not know whether the program is approved in Ohio, then contact our office 614-387-9320, option 1 or at [CCLE@sc.ohio.gov](mailto:CCLE@sc.ohio.gov). You must provide the program title, date, and name of the sponsor.
2. Do you have the Ohio activity code? This is the six-digit identifier assigned to the program by the CLE Commission. If yes, go to 4. If no, please contact the sponsor and obtain the Ohio activity code and proceed to 4. Or, you may request that the sponsor report your hours to our office.

3. Are the programs you attended live, in-person courses (i.e., you were physically in the same room as the presenters and the other attendees)?

*Yes.* Complete the [Form 6](#) to apply for accreditation of this program and email to [latecompliance@sc.ohio.gov](mailto:latecompliance@sc.ohio.gov) on the same day you submit the online late compliance request.



Any program that was held virtually using GoToWebinar, Zoom, or any other virtual conference platform is considered a self-study activity, and you cannot apply for CLE accreditation – only the sponsor can. See CLE Reg. 409.1(B). The Commission will not waive this requirement under any circumstances. Applications for self-study programs submitted by an individual attorney are automatically denied.

Options if you have a self-study course that is not accredited in Ohio:

- a) If the sponsor is willing to submit an application, then a [Form 10](#) must be completed and sent to [latecompliance@sc.ohio.gov](mailto:latecompliance@sc.ohio.gov). There is a \$25 application fee for each self-study application. Attorneys may pay the fee using a [third-party billing authorization form](#). Make sure it is clear that the application is required for your late compliance so that we can add your attendance if the program is approved.
  - b) If the sponsor does not submit the application for accreditation or the program is denied accreditation, then you must take programs accredited in Ohio during the late compliance period. A list of approved courses is available [here](#).
4. Follow these [instructions](#) to add the program to your transcript on the [Attorney Services Portal](#).
  5. If enough credits are added to your 2020-2021 transcript (any program taken on or prior to December 31, 2021) to remove your deficiency, then you will be in compliance and a Withdrawal of Notice of Apparent Noncompliance will be emailed to you. No further action is required, and you will no longer be required to submit an online late compliance request.

**If you do not have enough hours on your 2020-2021 transcript and need to come into compliance during the late compliance period, please proceed to [Attorneys who completed their hours between January 1, 2022 – March 31, 2022](#).**

6. Important: Unless or until you receive a Withdrawal of Notice of Apparent Noncompliance, our records reflect that you are not in compliance and subject to sanction and/or suspension. The courses must be added to your record on or before **April 29, 2022**, in order to avoid sanction or suspension from the practice of law.

For questions not addressed by this guide, please call our office at 614-387-9320, option 1 (M-F, 8 am – 5 pm ET), or email [CACLE@sc.ohio.gov](mailto:CACLE@sc.ohio.gov).