

Attorneys who have an NLT Requirement

New attorneys who are out of compliance with the New Lawyers Training (“NLT”) requirements for the 2020-2021 compliance period ending December 31, 2021, must remove the NLT deficiency by the following deadlines to avoid suspension from the practice of law:

- ✓ Complete NLT hours by **September 2, 2022**
- ✓ Submit late compliance request by 11:59 p.m. ET on September 9, 2022

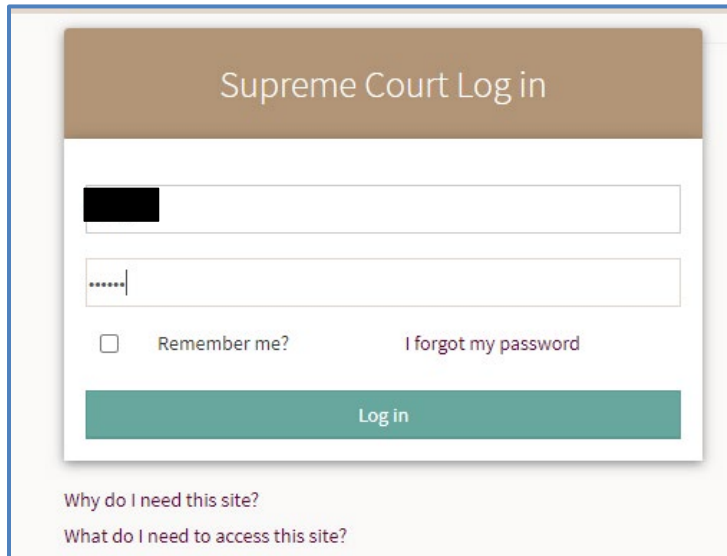
If you completed all of the NLT hours by December 31, 2021, go to the instructions for [Attorneys who completed all their NLT hours by December 31, 2021.](#)

If you completed all of the NLT hours by the September 2, 2022, late compliance deadline, go to the instructions for [New Attorneys who completed their NLT hours between Jan 1, 2022 – Sept 2, 2022](#) to submit a late compliance request.

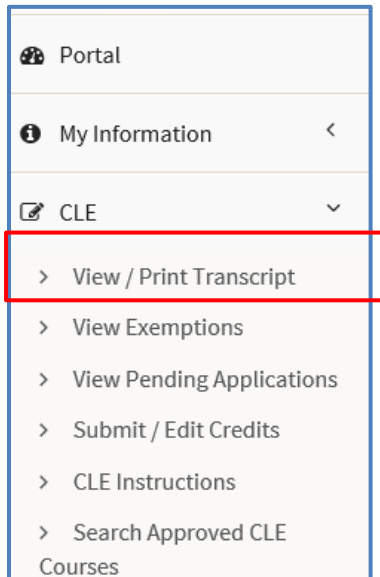
Attorneys who completed all their NLT hours by December 31, 2021

- **Check your 2020-2021 transcript.** It is not uncommon for sponsors to report hours for the 2020-2021 after the notice of apparent noncompliance is mailed.

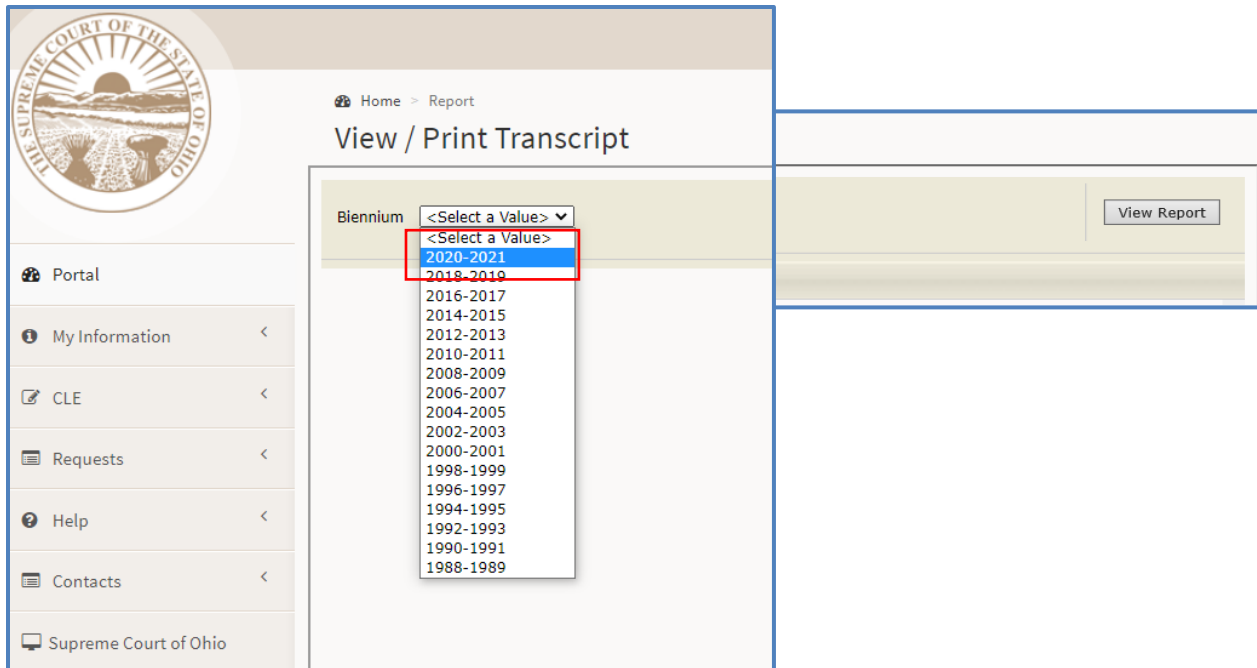
A. Log into the [Attorney Services Portal](#) to review your transcript for 2020-2021.



B. Select CLE and then View/Print Transcript.



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



C. If your 2020-2021 transcript shows you have met all requirements, no further action is required. A Withdrawal of Notice of Apparent Noncompliance will be emailed to you.

D. 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 you do not know whether the program was approved in Ohio, then contact our office 614-387-9320, option 1 or at 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 3. If no, please contact the sponsor and obtain the Ohio activity code and proceed to 3. Or, you may request that the sponsor report your hours to our office through the [CLE Sponsor Portal](#).
3. Follow these [instructions](#) to add the program to your transcript on the [Attorney Services Portal](#).
4. If enough credits are added to your 2020-2021 transcript (any program completed by December 31, 2021) to remove your NLT 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.

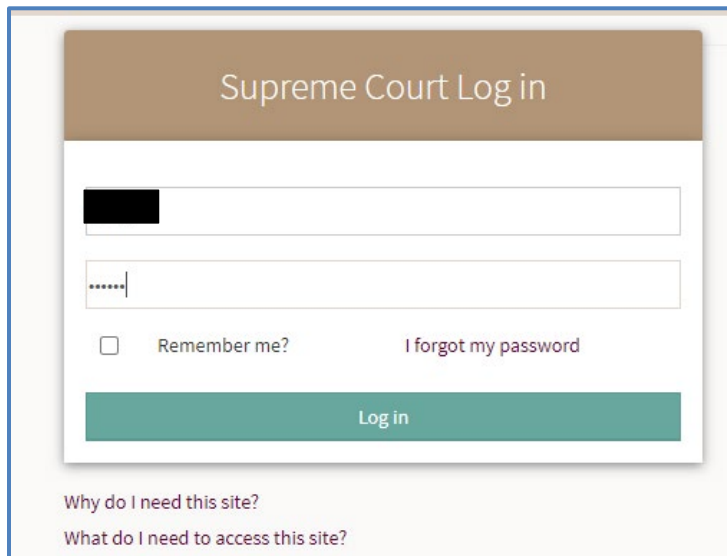
If you do not have enough hours on your 2020-2021 transcript and need to come into compliance during the late compliance period, please proceed to [New Attorneys who completed their hours between January 1, 2022 – September 2, 2022](#).

New Attorneys who completed their NLT hours between Jan 1, 2022 – Sept 2, 2022

Do not submit a late compliance request until you have done all of the following:

- ✓ **Check your 2020-2021 transcript.** Confirm the number and type of NLT hours you need to come into compliance. It is not uncommon for sponsors to report hours for the 2020-2021 after the notice of apparent noncompliance is mailed thereby reducing or even removing your deficiency. If you still have a deficiency, proceed to the next two steps.
- ✓ **Complete all hours** necessary to remove your 2020-2021 deficiency by 11:59 pm ET on September 2, 2022. Please confirm the availability and date(s) of the [NLT courses](#) you need for late compliance. NLT courses occur in real time as a live webcast or a live interactive webinar and are not accredited as on-demand courses.
- ✓ **Confirm** those hours are on your 2022-2023 transcript. These hours can be reported by the sponsor, or you can add the hours yourself following these [instructions](#).

1. Log into the [Attorney Services Portal](#) to review your transcript for 2019/2020.



2. On the portal home page, look at “CLE Requirement as an Attorney.”
3. To the right, next to “For Compliance Period” select 01/01/2020 – 12/31/2021 and “See all Activities for this Biennium” to review how many hours you must complete for late compliance.

[Register](#) | [Edit Info](#) | [Change Password](#) | [Update IOLTA/IOTA Information](#) | [Magistrate/Acting Judge Registration](#)

Registration Number: Status: **Active** Last Registration: **11/16/2019**

Residence: Email:
 Electronic Service Email:

Employer: Office Phone:
 Office Address: Gender:

Date of Admission: Date of Birth:
 Race: Hispanic/Latino: No

CLE Requirement as an Attorney For Compliance Period: **01/01/2019 - 12/31/2020**

You have not met the requirement for compliance period 01/01/2019 - 12/31/2020.

[See all Activities for this Biennium](#)

New Atty General 9.00 hour(s) required 0.00 hour(s) completed Percent completed 0%	New Atty Client Fund Mgmt 1.00 hour(s) required 0.00 hour(s) completed Percent completed 0%	New Atty Law Office Mgmt 1.00 hour(s) required 0.00 hour(s) completed Percent completed 0%
New Atty Professionalism 1.00 hour(s) required 0.00 hour(s) completed		

4. Check to see if all the NLT hours you need for late compliance are on your 2022-2023 transcript. Select CLE, then View/Print Transcript, then 2022-2023 Biennium. Click View Report on the far right.
5. If your 2022-2023 transcript shows you have enough hours to make up your 2020-2021 NLT deficiency, go to the portal home page and click Late Compliance Request.

CLE Requirement as an Attorney For Compliance Period: **01/01/2019 - 12/31/2020**

You have not met the requirement for compliance period 01/01/2019 - 12/31/2020.

[See all Activities for this Biennium](#) [LATE COMPLIANCE REQUEST](#)

6. Provide an email address and phone number where you can be reached regarding late compliance. Check the box confirming you have read the acknowledgment and authorization.

Note: You cannot submit multiple late compliance requests, so make sure your request is complete.

7. Click Create Request.

Home > Late Compliance Request

Late Compliance Request

You can only make one request for the previous biennium.

You will be notified by Attorney Services of the status of the request after it has been reviewed.

Email:

Phone Number:

Acknowledgment and Authorization:

I authorize the Office of Attorney Services to apply the necessary course(s) taken from January 1, 2021 – March 31, 2021 to meet my CLE requirement for the 2019/2020 compliance period.

I understand that this request for late compliance is subject to review and approval, and an incomplete request will not be accepted or processed.

I acknowledge that extensions of time will not be provided beyond the March 31 deadline to complete all courses and the April 30 deadline to submit a request for late compliance.

I further acknowledge that late compliance is not complete until the courses have been applied to the 2019/2020 compliance period, the applicable late compliance fee (if any) is paid, and I receive either a Withdrawal of Notice of Apparent Noncompliance or Notice of Completion of Late Compliance.

8. You can check the status of your late compliance request on the portal.

Home > Late Compliance Request

Late Compliance Request

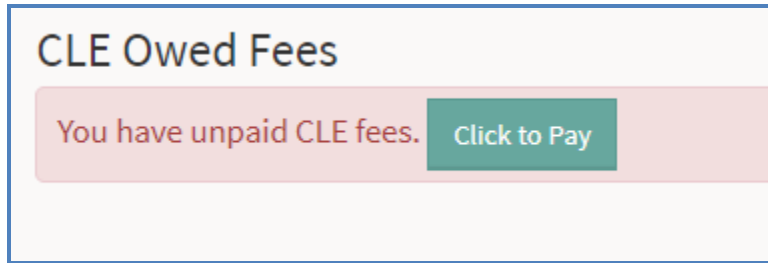
You can only make one request for the previous biennium.

You will be notified by Attorney Services of the status of the request after it has been reviewed.

Request Date	Request Status	Payment Status	Fee Amount
January 27, 2021	Pending		

9. If your late compliance request is approved, you will get an email notifying you that the necessary hours have been applied to your 2020-2021 transcript and the late compliance fee must be paid by credit card on the portal. The late compliance fee for an NLT deficiency is \$300. It is important that you pay the fee timely or your request will be denied.

10. On the portal home page, you will see a message indicating, “You have unpaid CLE fees. Click to pay.”



2. A final review of your record will be conducted upon receipt of your late compliance fee. Upon final approval, you will receive a Notice of Completion of Late Compliance. Until or unless you receive notice of completion and the status of your request is marked “Complete,” you are subject to suspension from the practice of law.