

Submitting Applications for CLE Accreditation through the Sponsor Portal

Overview

The Sponsor Portal has been updated to allow sponsors to apply for CLE accreditation online through the Sponsor Portal. This functionality allows sponsors to apply for accreditation for all CLE activity types using a single online form. The online submission will replace all current paper forms and will serve as the sole avenue for sponsors to submit applications for accreditation.

A few changes will go into effective with the online application process.

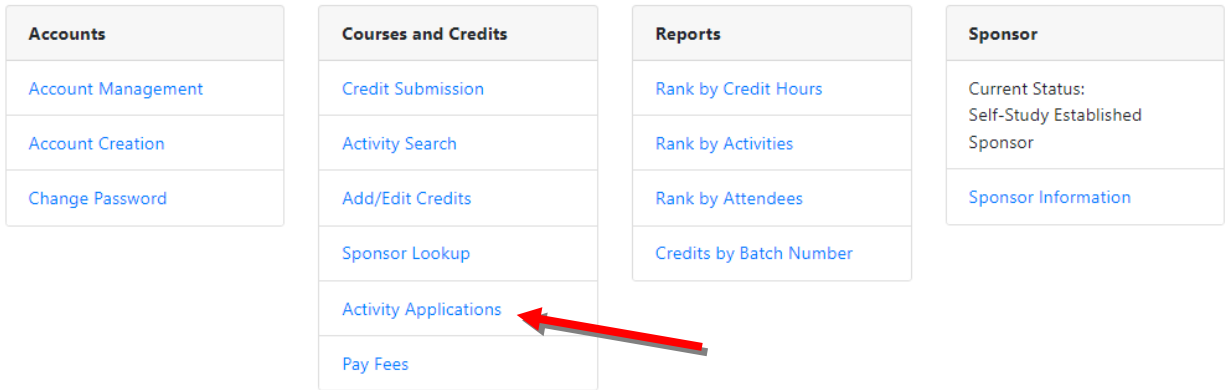
- All applications must be submitted through the Sponsor Portal. Paper applications or PDF applications sent by email will no longer be accepted.
- If an activity has various dates and/or formats, if applicable, an application fee will be assessed for each activity.
- If a fee is applicable, payment must be made to submit the application. Payments can be made by Credit/Debit Card, ACH, or if an Ohio state agency, by Intra-State Transfer Voucher.
- If an answer to a question does not comply with the requirements for accreditation, you may be prevented from submitting the application. For example, if you disclose that confidential information will be discussed, you will receive a message that the rule prevents accreditation, and the application cannot be submitted.
- An Application ID will be created for each application. Upon submission of the application an activity code number will be assigned.

Screens and functionality covered within this documentation include:

- 1) Accessing the Activity Applications section in Sponsor Portal
- 2) Reviewing the Activity Application List screen
- 3) Starting a new application
- 4) Completing each of the following screens:
 - a. Activity Information
 - b. Application Questions
 - c. Document Uploads
 - d. Payment
- 5) Opening an existing application
- 6) Editing unsubmitted vs submitted applications
- 7) Reviewing system-generated emails

Accessing the Activity Applications Section in Sponsor Portal

- 1) Sponsors will access the Sponsor Portal by entering their username and password at the following URL: <https://supremecourt.ohio.gov/sponsorportal/>
- 2) On the Home screen, select the 'Activity Applications' link from the **Courses and Credits** section.



3) The *Activity Applications* screen opens.

Reviewing the Activity Applications Screen

The *Activity Applications* screen houses all applications created by a sponsor. This includes applications created by any contact for that sponsor.

Functionality available on this screen:

- 1) **Create New Application:** Click this button to begin a new application.
- 2) **Title Search:** Populate this field to search for application titles previously created for a sponsor.
- 3) **Show only Unsubmitted (checkbox):** Check this box to limit the application list to unsubmitted applications. This option narrows the list to incomplete forms yet to be submitted.
- 4) **Application ID:** Click the application number in the ID column to open an existing application.
- 5) **Delete:** Click the X next to the Application ID to delete an unsubmitted application. **Note:** Once an application has been submitted, it is no longer eligible for deletion.

See the screenshot below for an example of the *Activity Applications* screen.

Activity Applications
Select an application from the list or use the button below to create a new activity application.

[Create New Application](#) (with red box and arrow) Create a new application (with red box)

Title Search
Title

Show only Unsubmitted

Activity Details (with red box)

ID	Title	Created Date	Created By	Status	Submitted Date
520	Ethics, Professionalism and Substance Abuse	04/26/2023	Heather Huth	Under Review	04/26/2023
521	Drafting & Reviewing Real Estate Documents	04/26/2023	Heather Huth	Pending	04/26/2023
<input checked="" type="checkbox"/> 522	Ethical Complaints & How to Avoid	04/26/2023	Heather Huth	Unsubmitted	N/A

Starting a New Application

- 1) From the *Activity Applications* screen, click the [Create New Application] button at the top of the screen.
- 2) The application guides the user through four screens required for submission. This section serves as a guide for each of the screens. **Screen I: Activity Information**

At the top of this screen (and every subsequent screen), the Navigation Bar shows the sponsor where they are in the application process. Because the completion of each screen is required prior to moving to the next screen, notice that only **Application Listing** is clickable at this point. Once the sponsor moves through additional screens, other options on the Navigation Bar will become links and allow the sponsor to move back and forth through each of the

[Application Listing](#) > **Activity Information** > [Application Questions](#) > [Document Uploads](#) > [Payment](#)

screens.

The complete list of this screen's fields and their definitions are listed below. **Note:** Every field, except Training Type, is required. If any fields are left blank, an error message will appear below the [Submit] button to guide the user to the issue.

Activity Information

Initial Information
This section contains preliminary questions that will help us determine what information we need for your application.

Activity Title
Using the New Activity Application Module in Sponsor Portal

[Check for Possible Duplicates](#)

Sponsor and Contact Information
If you are submitting this on behalf of another sponsor please enter their sponsor ID below.
If you need help finding a Sponsor ID, visit [this page](#).

Sponsor ID:
14781

Selected Sponsor: Test Sponsor

Activity Information:
Please fill out the following information for each occurrence or instance of the activity.

CLE Requirement: CLE
Activity Type: Attendance
Presentation Method: Traditional classroom, faculty in room with attendees

Training Type (optional): Select...
Start Date: 07/28/2023
End Date: 07/28/2023
Location: Cleveland
State Code: OH

[Add New Activity](#)

Activity Hours:
For each activity, please indicate the hours you're applying for.

Activity 1: CLE activity on 2023-07-28 (Location: Cleveland)

General	Atty. Prof. Conduct	Total
3	0.00	3.00

[Submit](#)

Callout Boxes:

- An application may have multiple activities, but EVERY activity on a single application must be associated with the same Activity Title.
- Click this button to find any titles with similar wording.
- The Sponsor ID defaults to the user who logged in to Sponsor Portal. However, this may be overwritten for 'On Behalf Of' submissions.
- Activity Details
- Click this button to add additional dates, locations, and/or activity formats to the application.
- Populate the hours for each activity. The form will calculate the total.
- Submit button.

- 1) **Activity Title:** The title for the activity/activities submitted on the application.
- 2) **Check for Possible Duplicates:** A search feature on the Activity Title field which lists any similarly named activities previously submitted by the sponsor.
- 3) **Sponsor ID:** This field defaults to the submitter's sponsor ID but may be overwritten for 'On Behalf Of' submissions.
- 4) **Activity Details:**
 - a. **CLE Requirements:** *CLE, Judicial (Ohio/National Judicial College Courses Only), New Lawyer Training*
 - b. **Activity Type:** *Attendance, Self-Study, Pro Bono, Live Interactive Webinar*
 - c. **Presentation Method:** The Presentation Method selections are unique to each Activity Type.
 - i. *Attendance: Traditional Classroom, Broadcast of Live Presentation, Pre-recorded Presentation*
 - ii. *Self Study: Telephone Presentation, On Demand, Live Webcast, Webcast Replay*
 - iii. *Pro Bono: None*
 - iv. *Live Interactive Webinar: Live Interactive Webinar*
 - d. **Training Type:** *Law School (ABA Accredited Law School Attendance/Teaching), Substance Abuse Bar Exam Requirement, Mayor's Court Magistrate Training, Precinct Election Official Training*
 - e. **Start/End Date:** Dates of activity
 - f. **Location:** City where activity takes place (does not appear for Self-Study activities)
 - g. **State:** State where activity takes place (does not appear for Self-Study activities)
- 5) **Add New Activity:** This button adds a new set of Activity Detail fields for additional activities.
- 6) **Activity Hours:** The sponsor provides the hours applied for each activity listed.
- 7) **Submit:** This button allows the sponsor to move to the next screen once all information has been provided.

As indicated above, an error message appears if the [Submit] button is activated when a required field is not populated. Here is an example of an error message on the *Activity Information* screen.



Screen 2: Application Questions

After clicking the [Submit] button, the application moves to the *Application Questions* screen. This page is dynamic, and the question list will vary depending on the selections made on the first screen. Below is an example of an *Application Questions* screen.

Application Listing > Activity Information > **Application Questions** > Document Uploads > Payment

Application Questions

QUESTIONS FOR ALL APPLICATIONS

Do you have any admission restrictions for this activity?
 Select...

Are course materials provided to attendees?
 Select...

Do you provide a method of evaluation to attendees?
 Select...

Will confidential information be discussed?
 Select...

Who is the intended audience for this activity?
 Select...

Save **Save and Continue**

Rules for the Application Questions Screen

- 1) Save vs. Save and Continue
 - a. *Save*: The sponsor should select [Save] when they are not able to complete the form but wish to save all changes before exiting.
 - b. *Save and Continue*: The sponsor should select [Save and Continue] when they are able to complete all questions and wish to proceed to the next screen.
- 2) Some answer boxes have predetermined options available in a dropdown menu. Sponsors should use the dropdown menu, when available, to select the appropriate answer rather than typing a response. Typing an answer may cause the application to detect an error on the form.
- 3) When initially clicking on the dropdown arrow in an answer box, the form shows all available options. However, once a selection is made, only that answer appears in the dropdown. To return to the complete list of options, the sponsor must click on the 'x' to remove the selected answer.

Who is the intended audience for this activity?

Select...

Available to all lawyers and/or judges

Employer Sponsored Activity (In-House Counsel/Special Program)

Other

Who is the intended audience for this activity?

Available to all lawyers and/or judges

Available to all lawyers and/or judges

The answer to this question has three available options in the dropdown.

Once an answer is selected, only that option appears in the dropdown. Clicking this 'x' to remove the answer will allow all three options to appear again.

- 4) Every question is required. If a question is left blank, an error message will appear below the [Save and Complete] button and the unanswered question will be highlighted with a red box around the missing answer.

The screenshot shows a form with a dropdown menu for the question "Who is the intended audience for this activity?". The dropdown menu is highlighted with a red border and contains the text "Select...". Below the dropdown are two buttons: "Save" and "Save and Continue". At the bottom of the form, a pink error message reads: "Please note the application cannot be submitted for review as it appears the application does not meet the requirements. See application for explanation and modify your application to submit." A red box highlights the dropdown menu and the error message, with arrows pointing to them from a text box on the right.

The missing answer is highlighted in red, and the error message appears at the bottom of the screen.

- 5) Some questions have sub-questions that appear based on specific answers. If a sub-question appears after the answer to the main question is provided, that sub-question is also required and may not be left blank.

The screenshot shows a form with a dropdown menu for the question "Do you have any admission restrictions for this activity?". The dropdown menu is set to "Yes". Below the dropdown is a sub-question: "If yes, please explain the admission restrictions? Reg. 406(H)". A text box below the sub-question contains the answer: "This course is limited to new lawyers." A red box highlights the sub-question and the answer, with an arrow pointing to them from a text box on the right.

In this example, answering 'No' to the main question does not elicit a sub-question. However, answering 'Yes' causes this sub-question to appear.

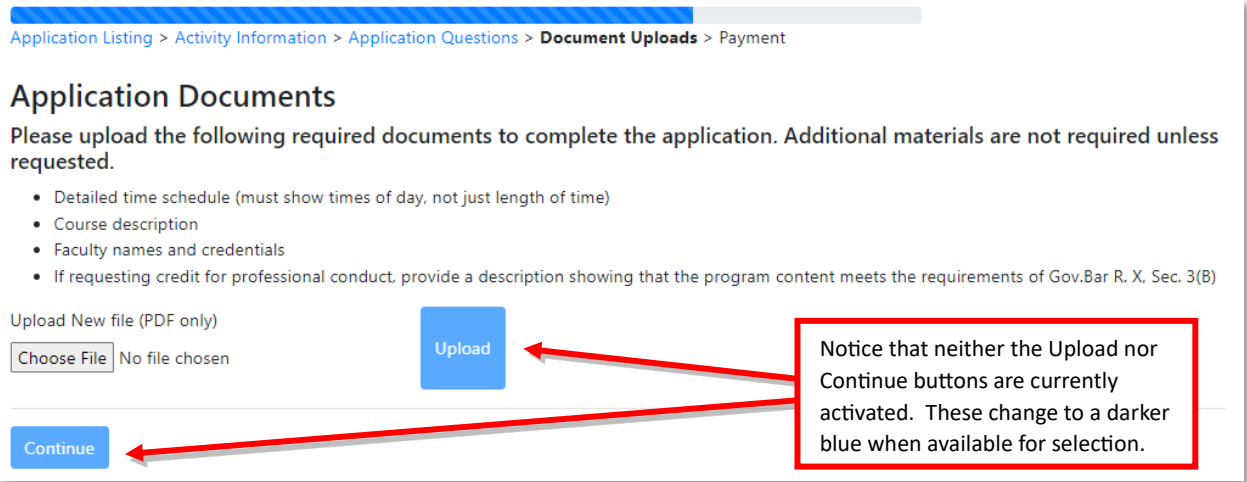
- 6) Some questions serve as 'Hard Stops'. A Hard Stop occurs when a sponsor's response signifies that the activity does not meet the CLE standards. If a Hard Stop is activated:
- A citation will appear in red below the response which triggered the infraction. This will occur immediately after the question is answered.
 - If the [Save and Complete] button is subsequently clicked, an error will appear at the bottom of the screen indicating that the sponsor cannot submit the form in its current state.

The screenshot shows a form with three questions. The first question is "Do you provide a method of evaluation to attendees?" with the answer "No". Below the answer is a red citation: "A sponsor shall provide an evaluation to attendees to determine a course's effectiveness pursuant to Reg. 406(G). If an evaluation is not provided to the attendees, the program shall not be eligible for CLE credit." The second question is "Will confidential information be discussed?" with the answer "No". The third question is "Who is the intended audience for this activity?" with the answer "Available to all lawyers and/or judges". Below the questions are two buttons: "Save" and "Save and Continue". At the bottom of the form, a pink error message reads: "Please note the application cannot be submitted for review as it appears the application does not meet the requirements. See application for explanation and modify your application to submit." A red box highlights the citation and the error message, with arrows pointing to them from a text box on the right.

The citation displays directly below the answer causing the Hard Stop violation. If the [Save and Continue] button is clicked, an additional error message will appear at the bottom of the screen.

Screen 3: Application Documents

After clicking the [Save and Continue] button, the application moves to the *Application Documents* screen. The rules for required documents are listed directly on the screen. Example below.

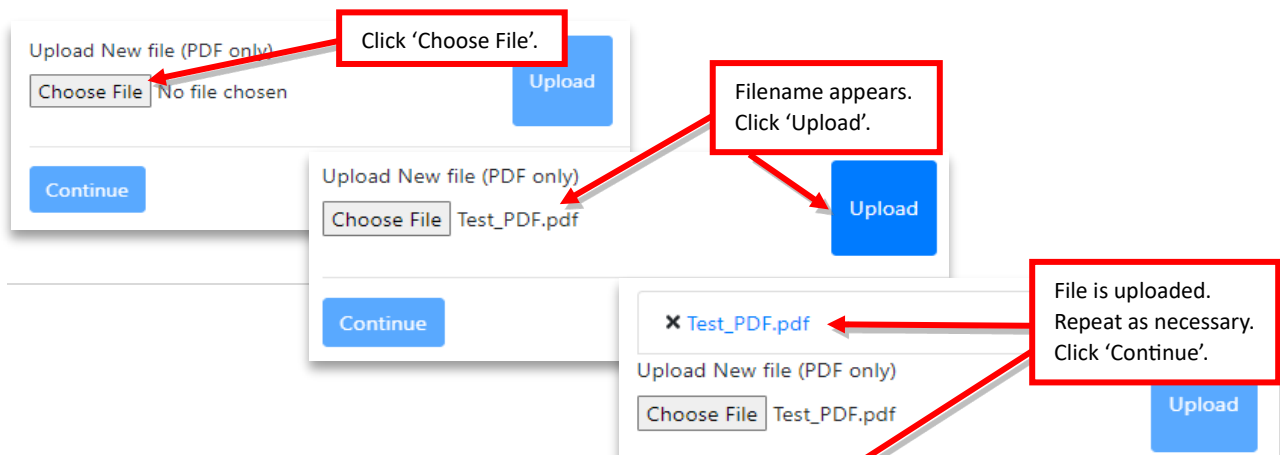


Rules for the Application Documents Screen

- 1) A minimum of one document must be uploaded.
- 2) The Document Upload feature is limited to PDFs only.
- 3) Documents can only be uploaded one at a time.
- 4) While multiple documents are required for approval, the application only requires one document upload in order to move past this screen.
- 5) The 'at least one document' upload requirement allows the sponsor to submit a single combined PDF versus several individual documents. Either option is acceptable.
- 6) The Pro Bono and Precinct Election Official applications do not require accompanying documents and will skip this screen to move directly to the payment screen.

Uploading a Document

- 1) To upload a document, the sponsor will complete the following steps:
 - a. Click [Choose File]
 - b. The file folder will open. Highlight a PDF to upload and click the [Open] button.
 - c. The selected file appears next to the [Choose File] button and the [Upload] button is now activated.
 - d. Click the [Upload] button.
 - e. The file is attached to the application. Other files may be attached following the same process.
 - f. Click the [Continue] button once all documents are added.



Screen 4: Pay and Submit Application

After clicking the [Continue] button, the application moves to the *Pay and Submit Application* screen. This screen varies in appearance based on payment requirements. See the screenshots below for examples of a *Pay and Submit Application* screen versus a *Submit Application* screen.

Pay and Submit Application screen

If a payment is due, the screen comprises the following:

- 1) **Review fee summary section:** This section lists each individual activity, defaulting to the basic information of *CLE Requirement, Activity Type, Date, and Fees*. To see a more granular view, the sponsor may click the [Expand Details](#) link to view all the Activity Details populated on the initial *Activity Information* screen.
- 2) **Payment section:** This section displays the total fee amount and offers payment options of *Credit/Debit, ACH Bank Transfer, and Intra-State Transfer Vouchers for Ohio state agencies (ISTV)* (if applicable).

Example Payment screen:

The screenshot shows the 'Pay and Submit Application' screen. At the top, a breadcrumb trail reads: 'Application Listing > Activity Information > Application Questions > Document Uploads > Payment/Submission'. The main heading is 'Pay and Submit Application'. Below this, a message says 'Review fee summary below before submitting.' The screen lists two activities:

- Activity 1:** CLE Attendance - 05/05/2023. Activity Fee: \$25.00, Late Fee: \$100.00. An 'Expand Details' link is to the right.
- Activity 2:** CLE Self Study - 05/05/2023. An 'Expand Details' link is to the right.

At the bottom, the total fee is '\$125.00'. Under 'Select a payment option:', there are two radio buttons: 'Credit/Debit' (selected) and 'ACH Bank Transfer'. A 'Submit' button is at the bottom left.

Callout boxes provide the following information:

- Each activity is listed separately. Assessed fees are listed here. (Points to the activity list)
- Click 'Expand Details' to see all details for that activity. (Points to the 'Expand Details' link for Activity 1)
- Payment options are provided here. Click the payment option to open additional fields to complete the payment. (Points to the 'Credit/Debit' radio button)

Example 'Expand Details' view:

Activity 1
CLE Attendance - 05/05/2023
Activity Fee: \$25.00
Late Fee: \$100.00
Reason: Sponsor submitted application less than 60 days prior to activity date

CLE Requirement: CLE
Activity Type: Attendance
Presentation Method: Faculty
Date: 05/05/2023
Location: Cleveland, OH
Hours:

- General: 3.00
- Total: 3.00




Expanding the details will provide late fee explanations as well as all the Activity Details populated on the initial screen.

Example Expanded Payment section:

Total: \$125.00
Select a payment option:
 Credit/Debit Bank Transfer

Amount
125.00

Credit Card
XXXX XXXX XXXX XXXX

Name on Card Security Code Expiration Date (MM/YYYY)

Name on Card Security Code MM/YYYY

Submit

When clicked, the payment option turns blue and opens additional fields required to complete the payment.

All fields are required.

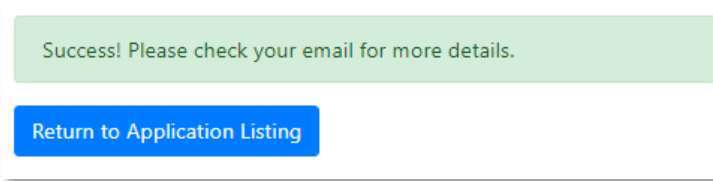
Note: Error messages will appear if information is not entered correctly. One possible error: The sponsor enters the expiration date incorrectly.

Name on Card Security Code Expiration Date (MM/YYYY)

Saul Goodman 123 062026

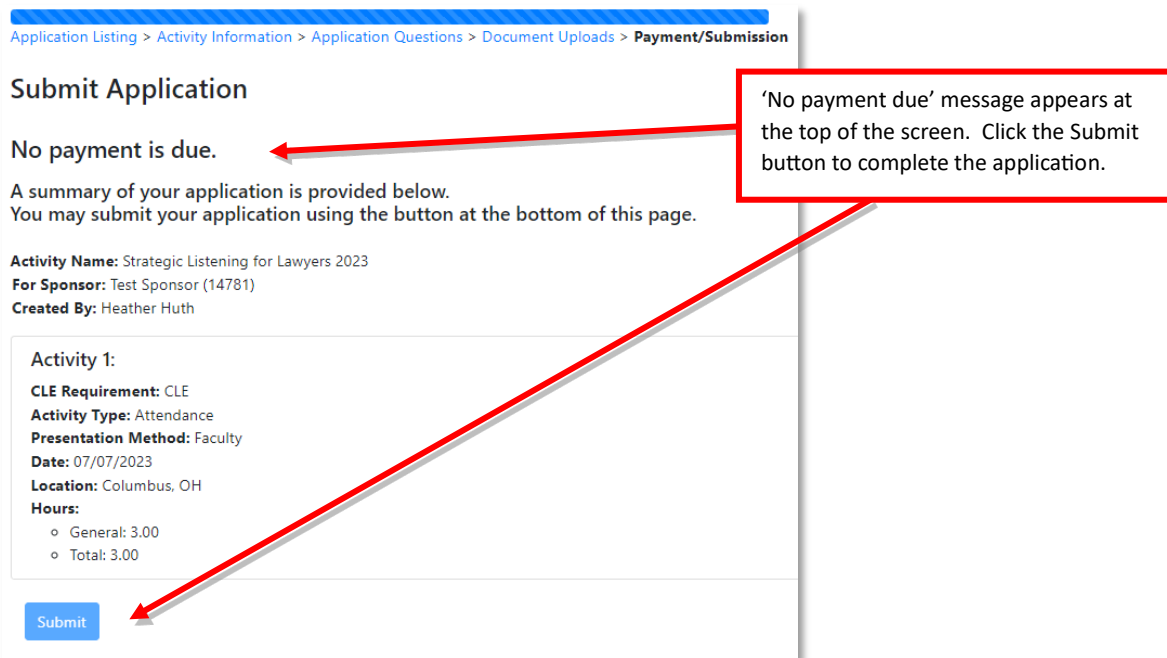
Expiration Date must match format: MM/YYYY

After clicking [Submit], the sponsor received a Success message. Clicking the [Return to Application Listing] button returns the sponsor to the default opening screen (see page 2).



Submit Application screen (no fees)

If there are no fees, the screen indicates that no payment is due and provides the activity details. To complete the application, the sponsor only needs to click the [Submit] button.



Opening an Existing Application

Back on the *Activity Applications* screen, a sponsor may open any existing application.

- 1) Click on the Application ID hyperlink.
- 2) Which screen the application opens to will depend on the status of the application.
 - a. **Unsubmitted applications:** The application opens to the last screen updated. (Example: The Application Questions screen opens if the sponsor clicked [Save] versus [Save and Continue] on this screen.)
 - b. **Submitted applications:** The application opens to an *Application Submitted* screen. The Navigation Bar shows that the application is 'Complete' and the screen displays a message stating the application has already been submitted. The sponsor may click the link to the *Activity Information* screen after submission.

Application Listing > Activity Information > Application Questions > Document Uploads > Payment > **Complete!**

Application Submitted

This application has already been submitted. You may return to the activity application listing by clicking [here](#).

For questions or support, please call (614)-387-9320 or email ccl@sc.ohio.gov

A submitted application opens to this screen. The sponsor may click the Activity Information link for more details.

Editing Unsubmitted vs Submitted Applications

The application status dictates which and how many fields can be edited. To edit an application, follow the previous instructions for **Opening an Existing Application** and click the Activity Information link in the Navigation Bar (shown above). The next three screenshots show which fields are editable on an existing activity when the application is *Unsubmitted*, *Submitted-Pending Review*, or *Submitted-Under Review*.

Application 1: Unsubmitted

Editing Activity: 1

CLE Requirement
CLE

Activity Type
Self Study

Presentation Method
Live Webcast

Training Type (optional)
Select...

Start Date
11/14/2023

End Date
11/14/2023

Hours:

General	Atty. Prof. Conduct	Total
1	0	1

Save Cancel

Unsubmitted: All fields shown may be updated. Note that any changes to the first four fields will cause the **Application Questions** screen to reset and all previous answers to be removed.

Application 2: Pending

Editing Activity: 1

CLE Requirement: CLE

Activity Type: Attendance

Presentation Method: Faculty

Start Date
04/21/2023

End Date
04/21/2023

Location
Cleveland

State Code
OH

Hours:

General	Atty. Prof. Conduct	Total
1	0	1


Save Cancel

Submitted/Pending: Notice that only some of the fields have opened for editing. The editable fields are limited to those which will not change the list of questions.

Application 3: Under Review

Activity 1:
CLE Requirement: CLE
Activity Type: Attendance
Presentation Method: Faculty
Date: 12/16/2023
Location: Columbus, OH
Hours:

- Attorney Professional Conduct: 1.00
- General: 5.00
- Total: 6.00



Submitted/Under Review: Once the review process has begun in CLEAR, the application is no longer editable in Sponsor Portal.

Editing an Existing Activity

- 1) If an activity is editable, an [Edit] button appears to the right of the activity to be updated.
- 2) Click the Edit button.
- 3) Change the information as needed. Note: Changing the *CLE Requirement*, *Activity Type*, *Presentation Method*, or *Training Type* will erase any previously answered questions. A warning message is displayed in this scenario.
- 4) Click the [Save] button to save the changes.

Application Information

Activity Name: Ethical Complaints & How to Avoid
For Sponsor: Test Sponsor (14781)
Created By: Heather Huth

Activities Information

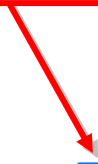
Activity 1:
CLE Requirement: CLE
Activity Type: Attendance
Presentation Method: Faculty
Date: 05/31/2023
Warning: The selected start date may incur a late fee at the payment step.
Location: Akron, OH
Hours:

- General: 3.00
- Total: 3.00

[Edit](#)

[New Activity](#)

Click Edit to open the fields.



Example of Warnings that may appear when editing:

Warning: Your selected start date may incur a late fee at the payment step.

Warning: Changing CLE Requirement, Activity Type, Presentation Type, and/or Training Type will erase existing question responses.

Rules for Editing an Existing Activity

- 1) The status of the application affects which fields may be edited. Examples were provided above.
- 2) Changing the *CLE Requirement*, *Activity Type*, *Presentation Method*, or *Training Type* will erase any previously answered questions.

- 3) If an application is Submitted-Pending (i.e. has already been paid), the dates cannot be changed to a date that would incur a late fee. Once payment has been completed, the application is not able to create a new payment screen for the late fee. This scenario must be handled outside of Sponsor Portal by submitting an email to ccl@sc.ohio.gov indicating what changes need to be made to the application.
- 4) Edits to Submitted-Pending applications update automatically in CLEAR. There is no need to inform assigned personnel of any changes to the application.

Adding a New Activity

If the application has not been submitted, the sponsor may add additional activities to an application. This functionality also exists on the *Activity Information* screen.

- 1) Click the [New Activity] button.
- 2) A new set of Activity Detail fields appears.
- 3) Populate the fields. (The same rules apply here as they did on the initial *Activity Information* screen: All fields except *Training Type* are required.)
- 4) Click the [Save] button.

Application Information

Activity Name: Ethical Complaints & How to Avoid
For Sponsor: Test Sponsor (14781)
Created By: Heather Huth

Activities Information

Activity 1:
CLE Requirement: CLE
Activity Type: Attendance
Presentation Method: Faculty
Date: 05/31/2023
Warning: The selected start date may incur a late fee at the payment step.
Location: Akron, OH
Hours:

- o General: 3.00
- o Total: 3.00

[Edit](#)

[New Activity](#)

New Activity: 2

CLE Requirement

Activity Type

Presentation Method

Training Type (optional)

Start Date **End Date**

Location **State**

Hours:

[Save](#) [Cancel](#)

Rules for Adding a New Activity

- 1) A new activity may only be added to an Unsubmitted application.
- 2) Adding a new activity will erase all existing question responses.
- 3) As indicated previously, the new activity will have the same title as the existing activity. If the new activity is for a separate course/function, a new application must be created.

Deleting an Activity

Similar to adding a new activity, deleting an activity can only be performed before an application is submitted. A [Delete] button appears next to the [Edit] button on an application that has multiple activities.

- 1) Click the [Delete] button next to the activity to be deleted.
- 2) A warning message appears. Click [OK] to complete the deletion.
- 3) The activity is removed from the application.

The screenshot shows a web interface titled "Activities Information". It contains two activity entries. Each entry lists details such as "CLE Requirement", "Activity Type", "Presentation Method", "Date", and "Location". Below these details are "Hours" listed as "General" and "Total". To the right of each activity's details are two buttons: "Edit" (blue) and "Delete" (red). A red box highlights the "Delete" button for the second activity, with a red arrow pointing to it and the text "Click Delete". At the bottom left of the interface is a "New Activity" button.

The screenshot shows a confirmation dialog box with the title "test.supremecourt.ohio.gov says". The text inside reads: "Are you sure you wish to delete this activity? This cannot be undone. Additionally, all question responses will be deleted." At the bottom of the dialog are two buttons: "OK" (blue) and "Cancel" (grey). A red box highlights the "OK" button, with a red arrow pointing to it and the text "Click OK".

Rules for Deleting an Activity

- 1) An activity may only be deleted on an Unsubmitted application.
- 2) The [Delete] button only appears on applications with multiple activities. If the sponsor wishes to delete a single activity application, they must delete the entire application (directions in next section).
- 3) There is no way to undo the deletion once the sponsor clicks the [OK] button.

Deleting an Application

An entire application may be deleted if it has not been submitted.

- 1) On the Activity Applications screen, locate the application to be deleted. If it is deletable, an 'X' will be provided to the left of the Application ID.
- 2) Click the 'X'.
- 3) A warning message appears. Click [OK] to complete the deletion.
- 4) The application is removed from the list.

The screenshot shows the 'Activity Applications' interface. At the top, there is a 'Create New Application' button and a 'Title Search' field. Below the search field is a checkbox labeled 'Show only Unsubmitted'. A table lists three applications. The third application, ID 522, has an 'x' icon to its left. A red arrow points from a box labeled 'Click the X' to this icon. Below the table is a confirmation dialog box with the text: 'test.supremecourt.ohio.gov says Are you sure you wish to delete this activity? This cannot be undone. Additionally, all question responses will be deleted.' The dialog has 'OK' and 'Cancel' buttons. A red arrow points from a box labeled 'Click OK' to the 'OK' button.

Activity Applications
Select an application from the list or use the button below to create a new activity application.

Create New Application

Title Search
Title

Show only Unsubmitted

ID	Title	Created Date	Created By	Status	Submitted Date
520	Ethics, Professionalism and Substance Abuse	04/26/2023	Heather Huth	Under Review	04/26/2023
521	Drafting & Reviewing Real Estate Documents	04/26/2023	Heather Huth	Under Review	04/26/2023
x 522	Ethical Complaints & How to Avoid	04/26/2023	Heather Huth	Unsubmitted	N/A

test.supremecourt.ohio.gov says
Are you sure you wish to delete this activity? This cannot be undone.
Additionally, all question responses will be deleted.

OK Cancel

Rules for Deleting an Application

- 1) An application may only be deleted if it is Unsubmitted.
- 2) There is no way to undo the deletion once the sponsor clicks the [OK] button.

Cancelling an Already-Submitted Program

An entire program that has already been submitted can only be cancelled by contacting the Office of Attorney Services at 614.387.9320 or ccl@sc.ohio.gov.

System-Generated Emails

The Activity Application section of Sponsor Portal generates two emails.

- 1) An application receipt (with an attached PDF)
- 2) A pending application reminder

Example of an Application Receipt Email:

Your Sponsor Portal Receipt



do-not-reply@sc.ohio.gov
To Huth, Heather



Wed 4/26/2023 2:17 PM



Dear Sponsor,

Attached is the receipt from your recent fee payment from the Sponsor Portal.

Thank you,
The Supreme Court of Ohio
Office of Attorney Services
614.387.9320
ccl@sc.ohio.gov

Example of a Pending Application Reminder Email:

Pending Application – Action Required



Pending Application – Action Required Notificatic
To Huth, Heather



Thu 4/27/2023 12:02 AM

Sponsor Name: Test Sponsor;
Sponsor No.14781

Unsubmitted Application(s): ID No. 254

Dear Sponsor,

A review of the records indicates the above applications have been pending in your Sponsor Portal account for 85 days. Please note that these application(s) have not been completed or submitted to the Office of Attorney Services. To complete the application(s), please log into the [Sponsor Portal](#). If no action is taken, the application(s) will be permanently deleted from your Sponsor Portal account in five business days.

If you have any questions, please contact the Office of Attorney Services at 614.387.9320, or email ccl@sc.ohio.gov

Sincerely,

Supreme Court of Ohio
Office of Attorney Services