

**ATTORNEY APPLICATION FOR ACCREDITATION OF NEW LAWYER TRAINING
(CCLE Form 20)**

Please email completed form to:
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
_____ Professionalism _____ Law Office Management
_____ Client Fund Management
☐ 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. Name of sponsor contact person:

4. Telephone Number:

5. Email Address:

ACTIVITY INFORMATION

1. Title of Educational Activity:

2. Date(s) and Location(s) (Including City and State):

3. Methods of Presentation:

☐ Faculty in room with participants

☐ Live Technology in group setting (includes Satellite, Videoconference, and Teleconference)

If Live Technology, was there an opportunity to ask questions of faculty during or immediately following the presentation?

☐ Yes ☐ No

☐ Prerecorded Presentation

Name of Qualified Speaker for prerecorded presentation (attach speaker biography): _____

Ohio Attorney Registration Number: _____

4. Advertised to: ☐ Lawyers ☐ Others, please specify

5. List any admission restrictions:

6. Are 25% of the seats reserved for new lawyers? Yes ☐ No ☐

7. Has the sponsor developed a method of evaluation for this activity? Yes ☐ No ☐

8. Are course materials provided to attendees? ☐ Yes ☐ No Total Number of Pages: _____

When are materials distributed? ☐ Before Program ☐ At program ☐ Electronic ☐ Other, please explain

9. Do the course materials include the following:

A. Citations to and copies of relevant statutes and regulations: ☐ Yes ☐ No

B. Practical checklists: ☐ Yes ☐ No

C. Basic forms with instruction on when to use them and how to complete them: ☐ Yes ☐ No

REQUIRED ATTACHMENTS

10. 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.

Do not send materials unless requested.

TOTAL HOURS REQUESTED

11. Please state the total hours of instruction for which you are requesting NLT credit, **not** including opening or closing remarks and breaks:

General Hours _____

Law Office Management _____

Client Fund Management _____

Professionalism _____

Total Hours _____

CONTACT INFORMATION OF PERSON APPLYING FOR ACCREDITATION

Submitted by: ☐ Representative of Sponsor: Sponsor acknowledges and agrees to comply with all applicable rules and regulations.

Name:

Address:

Telephone Number:

Email Address:

Signature

Date

Instructions/Sponsor Obligations

Newly admitted attorneys and recently registered corporate status attorneys must complete twelve hours of new lawyer training instruction during their first biennial reporting period. Three of the twelve hours must include one hour each of instruction in professionalism, law office management, and client fund management. The remaining nine hours of instruction must include one or more substantive law topics that focus on handling legal matters in specific practice areas.

1. A Sponsor must file this form at least 30 days prior to the presentation of a NLT activity for Commission approval. The application must be accompanied by a nonrefundable application fee of \$25 per application for 2.0 hours or less; \$50 for more than 2.0 hours. If you are submitting an application less than 30 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.
2. Please ensure that the submission is complete and accurate, as incomplete applications will be returned unprocessed. If you wish to submit supplemental information or make changes to a pending application, please wait until you have been assigned an Approved Activity Code. Additional materials can be accepted only if they are clearly marked with the Approved Activity Code.
3. 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.
4. The Sponsor is required to allow the Commission, or its designated representative, to audit the activity at no charge and without prior notification.
5. The program must satisfy the standards of Gov. Bar R. X, Regulation 406.
6. Instruction must be live and must occur in a suitable setting, conducive to good educational environment. Sponsors of NLT courses are encouraged to use a variety of methods of instruction, including lectures, panels, workshops, and other forms of participatory or interactive learning where appropriate.
7. Sixty minutes of actual instruction or other approved activity shall constitute one credit hour. Programs less than 30 minutes in length are not eligible for accreditation.
8. New attorneys are required to complete three hours of instruction in professionalism, law office management and client fund management. If you are requesting credit for any of these areas, please provide a description showing that the program content meets the following requirements:
 - Professionalism instruction should consist of instruction on topics related to professional conduct, professional relationships, obligations of lawyers or aspirational ideals of the profession;
 - Law Office Management should consist of instruction on topics related to fundamental law office management practices;
 - Client Fund Management should consist of instruction on topics related to client fund management.
9. To be accredited for NLT instruction, the activity should include thorough, high-quality, written materials that emphasize and include checklists of procedures to follow, practical instructions, and forms with guidance as to how they should be completed and when they should be used.
10. To be accredited for NLT instruction, sponsors should ensure that at least 25% of the seating is reserved for new attorneys.
11. Credit is **NOT** given for:
 - Breaks
 - Opening or Closing Remarks
 - Introductions and Administrative Matters
 - Evaluations