

**REQUEST FOR CREDIT FOR TEACHING AT AN APPROVED NEW LAWYERS TRAINING ACTIVITY  
(CCLE Form 2(a))**

Please email completed form to:  
[CCLE@sc.ohio.gov](mailto:CCLE@sc.ohio.gov)

Date Received by Registration and Continuing Legal  
Education (CLE) Section

**Attorney Information**

1. Ohio Registration Number:

2. Name of Attorney:

3. Address:

4. Telephone Number:

5. Email Address:

**Activity Information**

6. Ohio Activity Code Number:

7. Activity Sponsor:

8. Title of NLT Activity:

9. Date and Location of NLT Activity:

10. Total Number of Hours Awarded for NLT Accreditation:

11. Title of Presentation Segment:

12. Total Minutes of actual presentation: \_\_\_\_\_ (include breakdown for each segment taught)

General Hours \_\_\_\_\_ Professionalism \_\_\_\_\_ Law Office Management \_\_\_\_\_ Client Fund Management \_\_\_\_\_

13. Was your presentation an: Initial Presentation  or a Repeat Presentation

14. Was this presentation a panel discussion?  Yes  No

I hereby affirm that I have taught the above presentation for the number of hours stated above.

Attorney Signature \_\_\_\_\_

Date \_\_\_\_\_

**CCLE OFFICE USE ONLY**

Ohio Registration Number: \_\_\_\_\_ Activity Code Number: \_\_\_\_\_

Teaching Credit Awarded: General Hours \_\_\_\_\_ Professionalism \_\_\_\_\_ Law Office Management \_\_\_\_\_ Client Fund Management \_\_\_\_\_

## Instructions/Attorney Obligations

Requests for teaching credit (CCLE Form 2(a)) must be submitted to the Commission within 30 days after the presentation of the approved NLT activity.

Presentations accompanied by thorough, high quality, readable and carefully prepared written materials qualify for CLE credit hours on the basis of three credit hours for each hour taught for the first presentations only.

Repeat Presentations receive one credit hour for each hour taught.

Panel Presentations receive double credit for each hour taught.

Attendance at the remaining presentations will earn one credit hour for each hour attended.

An attorney or judge may receive a maximum of one-half the required hours of CLE Credit for teaching during a biennial reporting period.

CLE credit is not given for:

- Breaks
- Business meetings
- Opening or closing remarks