

**NEW LAWYERS TRAINING REQUEST FOR ACCREDITATION
LIVE INTERACTIVE WEBINAR**

(CCLE Form 32)

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:

APPROVE for _____ CLE credit (s), including
_____ Professional Conduct Hours.

ACCREDITATION DENIED. Reference

Date: _____ CLE Staff: _____

SPONSOR INFORMATION

1. Sponsor Number:

2. Name and address of organization providing or sponsoring the activity (not the name of person applying).

3. Website:

4. Name of sponsor contact person:

5. Telephone Number:

6. Email Address:

LIVE INTERACTIVE WEBINAR INFORMATION

7. Title of Activity:

8. Date(s) of Live Interactive Webinar Program

METHODS OF INTERACTIVITY To qualify as a live interactive webinar there must be at least two means of live simultaneous interactivity with the live speakers/presentation. A written statement **MUST** be included describing the methods of interactivity in detail.

9. In addition, to the detailed written statement, please check all methods of interactivity that apply to the live webinar: Able to view presenter in real-time (required) Direct Audience Participation (attendees can personally ask questions of speakers/or can submit written questions to be asked of live speaker) Audience Response Techniques (live audience engagement such as interactive software with real time polling, surveys, Q&A, etc.) Webinar software for presenters to share desktop and documents in real time Other, all other methods of interactivity must be described in detail.

ATTENDANCE VERIFICATION TECHNOLOGY

10. Can you, as the Sponsor, identify the individual who is actually engaged in the live webcast? Yes No
If yes, please indicate type of verification used: Email and Confidential Password Combination Security or Challenge Questions Image Phrases and Image Authentication Other

11. Is the Attorney required to actively participate throughout the program for an amount of time equivalent to the number of credit hours requested? Yes No

12. Please indicate the method used to verify participation time:
 Polling Verification Codes Completion of Test Questions Other

13. Is the program closed to outside attendees (those not associated with the sponsor)? If so, include a written variance request.

14. Are course materials provided to attendees? Yes No Total Number of Pages: _____
When are materials distributed? Before Program At program Electronic Other, please explain
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

15. Is the attorney required to complete a mandatory evaluation in order to receive credit? Yes No

16. Is the Attorney provided a certificate of completion upon completing the program? Yes No

17. Required Documentation

- Attach a copy of the brochure/program agenda that includes a detailed time agenda and speaker names
- Provide a written description detailing at least two methods of interactivity that are used.
- \$25 application fee made payable to the Supreme Court of Ohio (check or money order only)

TOTAL HOURS REQUESTED

18. Please state the total hours of instruction for which you are requesting CLE credit, excluding opening and closing remarks and breaks:

General NLT Hours _____

Professionalism _____ Law Office Management _____ Client Fund Management _____

Total NLT Hours _____

IMPORTANT: Live Interactive Webinars are considered Self-Study Activities. Pursuant to CCLE Regulation 409.1 (B) Attorneys and Judges may **not** apply on their own behalf for accreditation of Self-Study Activities.

A Sponsor seeking approval of a Live Interactive Webinar shall submit an application for accreditation no later than 30 days after the date of initial availability of the Self-Study activity (Regulation 409.1(B)).

This application for accreditation shall be accompanied by:

- A non-refundable fee of \$25.00 (Regulation 409.1(B)). A \$25 application fee is required for live interactive webinar applications, unless you have been granted self-study established sponsor status.
- A short synopsis or outline of the subject matter of the program, including a statement regarding whether or not any regulatory material or case law will be discussed (Regulation 409.1(C)(1)).
- Names and qualifications of the speakers and the agenda with a detailed time schedule (Regulation 409.1(C)(2)).
- Please note that a required component is the attendees must be able to view the presenter(s) in real-time.

A written statement **MUST** be included describing the methods of interactivity in detail. To qualify as a live interactive webinar there must be at least two means of interactivity that include simultaneous live interaction with the presenter. Examples of live interactivity may include direct audience participation and audience response techniques such as:

- Ask a question (must be able to interact with the live presenter)
 - Interactivity via chat room accessible by the presenters and program attendees
 - Participants can make real-time comments and interact
 - Presenters can share desktop applications and documents
 - Presenters can see attendees
 - Real-time polling of live audience
 - Real-time survey
 - Live Q & A session
- Variance Request. If the program is closed to outside attendees (those not associated with the sponsor) submit a written statement explaining/detailing the reason the program is being closed.

By accepting accreditation of a live interactive webinar, a Sponsor agrees to:

- Inform the Attorney purchasing the self-study program of the twenty-four (24) hour limitation on Live Interactive Webinars (Gov. Bar R. X, Sec. 5 (E)(2)).
- Electronically submit within 30 days of the activity CLE credit for each Attorney who has successfully completed the activity (Regulation 409.1(F)).
- The Sponsor shall retain attendance records for two years following the completion of each Self-Study activity (Regulation 409.1(F)).
- Advise the Commission within 30 days if any material change has been made in the program format or subject matter, or a change in internet service providers (Regulation 409.1(G)).
- By submitting the requests for CLE credit, the Sponsor certifies that each Attorney requesting credit has submitted the mandatory evaluation, has obtained the minimum competency, and has actually participated in the activity (Regulation 409.1(I)).
- Provide participants with mandatory evaluation forms, with evaluation data submitted to the Commission every six months upon request (Regulation 409.1(L)).
- Comply with all of Ohio's Rules and Regulations including any amendments thereto.