

**ATTORNEY APPLICATION FOR ACCREDITATION
FOR A SPECIAL PROGRAM (CCLE Form 8)**

Please email completed form to:

OHCLEapp@sc.ohio.gov

[Instructions for emailing CLE applications](#)

SPONSOR INFORMATION

Activity Code:

The following action has been taken on this application:

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

ACCREDITATION DENIED. Reference: _____

Date: _____ CLE Staff: _____

1. Sponsor Number:		
2. Sponsor Name (organization providing activity):		
3. Sponsor Address:		
4. Website:		
5. Name of sponsor contact person:	6. Telephone Number:	7. Email Address:

ACTIVITY INFORMATION

8. Title of Educational Activity:	
9. Date(s) and Location(s) (Including City and State):	
10. Is this a Skills Based Activity as defined in Reg. (AA)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Methods of Presentation: PLEASE NOTE: A webcast or teleconference viewed by an attorney from their own location and NOT held in a moderated physical classroom with all attendees is considered a self-study activity in Ohio. Only sponsors may apply for accreditation for self-study activities, which includes webcasts, teleconferences, and on-demand activities. <input type="checkbox"/> Faculty in room with participants <input type="checkbox"/> Groupcast (all attendees must be in a physical setting with a moderator) in which the speakers may utilize webcast, satellite, video conference and/or teleconference to stream presentations to the live in-person classroom. <ul style="list-style-type: none">• All attendees of the Groupcast are in a physical classroom with the moderator? <input type="checkbox"/> Yes <input type="checkbox"/> No• Please provide the location and address where the Groupcast in-person event will be held:• Is there an opportunity for attendees to ask faculty questions who are not physically in the classroom with attendees during or immediately following the presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prerecorded Presentation Name of qualified speaker for prerecorded presentation (attach speaker biography) _____ Ohio Attorney Registration Number: _____	
12. Amount of Registration Fee:	13. Advertised to: <input type="checkbox"/> Lawyers <input type="checkbox"/> Others, please specify:
14. List any admission restrictions:	15. Will confidential information be discussed? <input type="checkbox"/> Yes <input type="checkbox"/> No
16. Sponsor Represents that: A. <input type="checkbox"/> One or more speakers is not a member, partner, associate, client, or employee of the sponsor. B. <input type="checkbox"/> The Program is open to attorneys not associated with the sponsor. C. <input type="checkbox"/> What percentage of available seating will be made available to attorneys not associated with the sponsor? _____ D. <input type="checkbox"/> A variance from A OR B is requested. Please complete CCLE Form 15.	
17. Has the sponsor developed a method of evaluation for this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that a method of evaluation is required for the Activity to be eligible for CLE accreditation. If unknown, please contact the sponsor to confirm that a method of evaluation was provided.	
18. Are course materials provided to attendees? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Number of Pages: _____ When are materials distributed? <input type="checkbox"/> Before Program <input type="checkbox"/> At program <input type="checkbox"/> Electronic <input type="checkbox"/> Other, please explain _____	

REQUIRED ATTACHMENTS TO THIS APPLICATION

TOTAL HOURS REQUESTED

19. 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 <u>not</u> send materials unless requested.	20. Please state the total hours of instruction for which you are requesting CLE credit, not including breaks, business meetings, or opening or closing remarks: General Hours _____ Professional Conduct Hours _____ Total Hours _____	
Submitted By: <input type="checkbox"/> Representative of Sponsor <input type="checkbox"/> Individual lawyer, OH Registration # _____	Telephone Number: _____	Email Address: _____
Signature: _____	Date: _____	

Instructions/Sponsor Obligations

By submitting this Application, the Sponsor agrees to comply with all of Ohio's CLE Rules and Regulations including any amendments thereto.

If attendance at an activity is limited to persons associated with your organization or if all the speakers at that program are associated with your organization, then the activity may be considered to be a "Special Program." Please see Regulation 407 for an explanation of the additional requirements for this type of program. You must submit Form 8 rather than Form 6 to apply for a Special Program.

A sponsor, not qualified as an Established Sponsor (Regulation 901), that presents a CLE activity in Ohio shall file this form at least 60 days prior to presentation for Commission approval of a CLE activity. The application for accreditation shall be accompanied by a nonrefundable application fee of \$25.00 per application for 2.0 hours or less; \$50 for more than 2.0 hours. (Regulation 901). If you are submitting an application less than 60 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.

Form 8 may also be used by the Sponsor of an **out-of-state** CLE/special program or an Ohio attorney attending an **out-of-state** CLE special program. If you are requesting pre-approval, the application should be received at least 60 days in advance of the program so that we have ample time to review the application. Post-program approval must be requested within 60 days after the program takes place (Regulation 410). Individual attorney applicants will be charged a fee of \$25 for applications filed more than 60 days after the program.

The Sponsor agrees to electronically submit to the Commission, within thirty (30) days after the presentation of this activity, the CLE credits of all Ohio attorneys in attendance.

Please make sure that your application is complete and accurate; incomplete applications will be returned to the sender unprocessed. We are unable to match up correspondence sent separately from the application. If you wish to submit supplemental information or make changes to a pending application, please wait until you have been assigned an Ohio Activity Code. Additional materials can be accepted only if they are clearly marked with the Ohio Activity Code.

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. (Regulation 405 (E))

A Sponsor is required to allow the Commission, or its designated representative, to audit the CLE activity at no charge and without prior notification.

Sixty minutes of actual instruction or other approved activity shall constitute one credit hour. Thirty minutes of actual instruction or other approved activity shall constitute one-half credit hour. (Rule X, Sec. 5(A)).

Regulation 408.1(A) requires that attendees in a group setting viewing a prerecorded program or viewing a program using live technology, such as video-conferencing and teleconferencing, be able to ask questions of the program faculty during or immediately following the presentation. If faculty members are not available either in person or via live telecommunication during the presentation or if a qualified speaker is not present, then attendees shall be provided a methodology to ask questions and receive responses from faculty within 72 hours of the presentation.

The Sponsor agrees to advise the Commission of any changes made in the activity's format, speakers or subject matter within thirty (30) days of the presentation date.

During each biennial compliance period, Ohio attorneys are required to meet a Professional Conduct requirement that includes 2.50 hours of professional conduct instruction. If you are requesting credit for professional conduct, please provide a description showing that the program content meets the requirements of Gov. Bar R. X, Sec. 3 (B). If the materials do not clearly show this, then your application will be returned to you unprocessed with a request for additional information. For a list of topics that qualify for accreditation as professional conduct, see Gov. Bar R. X, Sec. 3(B).

Please note that it may take up to 45 days to process your application.

CLE credit is **NOT** given for:

- Breaks
- Business Meetings
- Opening and Closing Remarks