

**UNIFORM APPLICATION FOR ACCREDITATION
OF SELF-STUDY ACTIVITY CONTINUING LEGAL
EDUCATION (CCLE Form 10)**

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
_____ Professional Conduct Hours.
 ACCREDITATION DENIED. Reference _____

Date: _____ CLE Staff: _____

SPONSOR INFORMATION

1. Sponsor Number:

2. Name of Sponsoring Organization providing activity (not the name of person applying):

3. Sponsor Address:

ACTIVITY INFORMATION

4. Title of Self-Study Program:

5. How can the program be obtained or purchased?

6. Live Technology:

Date(s) Live Technology Program Held?

Methods of Delivery: (please check all that apply): Webcast* (Use form 30 for Live Interactive Webinars) Teleconference
 Videoconference Other

7. **Prerecorded Technology:**

Production Date of Original Program:

Date(s) On-Demand Program Available?

Methods of Delivery: (please check all that apply): On Demand, please provide website URL:
 Mp3 Mp4 Audio/Video CD/DVD Other

8. Is the program closed to outside attendees? (Those not associated with the sponsor). If so, please include a written variance request. See Summary of Sponsor's Obligations below.

9. Can you, as the Sponsor, identify the individual who is actually engaged in the program: 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

10. 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

If yes, please indicate the method used to verify participation time:
 Polling Verification Codes Completion of Test Questions Other

11. Is the Attorney required to reach a certain level of competency in order to move from one level to the next or to pass the program?
 Yes No

If yes, please describe the method(s) used to measure competency:

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

13. Is the Attorney provided a certification completion upon completing the program? Yes No

REQUIRED ATTACHEMENTS TO THIS APPLICATION

14. Please attach the following documents to the application:

- A. Detailed time schedule
- B. Short synopsis or outline of subject matter
- C. Faculty names and credentials

TOTAL HOURS REQUESTED

15. Please state the total minutes of instruction for which you are requesting CLE credit, **not** including business meetings, opening or closing remarks, or breaks:

General Hours _____

Professional Conduct Hours _____

Total Hours _____

NAME OF SPONSOR REPRESENTATIVE APPLYING FOR ACCREDITATION (ONLY SPONSORS MAY APPLY)

The Sponsor acknowledges and agrees to comply with all applicable rules and regulations.

Name:

Address:

Telephone Number:

Email Address:

Signature

Date

Summary of Sponsor's Obligations

IMPORTANT: Only Sponsors may apply for accreditation of Self-Study Activities. Attorneys and Judges may **not** apply on their own behalf for accreditation of Self-Study Activities. (Regulation 409.1(B)).

A Sponsor seeking Commission approval of a CLE activity for self-study (Regulation 409) shall file this form 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 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)).

Variance Request:

- If the program is closed to outside attendees (those not associated with the sponsor) please submit a variance request. This is a written statement explaining/detailing the reason the program is being closed. (Reg. 409.1(G)).

By accepting accreditation of a self-study program, a Sponsor agrees to:

- Submit, on a monthly basis, a request for CLE credit for each Attorney or Judge who has successfully completed the activity during the past 30 days (Regulation 409.1(F)).
- Keep records of individuals purchasing and successfully completing the CLE self-study activity for two years following the completion of the CLE 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 or Judge requesting credit has submitted the mandatory evaluation, has obtained the minimum competency, and has actually participated in the activity. (Reg. 409.1(I)).
- Provide participants with mandatory evaluation forms, with evaluation data submitted to the Commission every six months (Regulation 409.1(K)).
- Inform the Attorney or Judge purchasing the self-study program of the twelve hour limitation on self-study (Regulation 409.1(L)).
- Comply with all of Ohio's Rules and Regulations including any amendments thereto.