

# The Supreme Court of Ohio

## COMMISSION ON CERTIFICATION OF ATTORNEYS AS SPECIALISTS

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### APPLICATION FOR ACCREDITATION

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Pursuant to Rule XIV of the Supreme Court Rules for the Government of the Bar of Ohio, an organization seeking accreditation by the Commission on Certification of Attorneys as Specialists (“CCAS”) may file an Application for Accreditation. The Application for Accreditation form must also be completed when an accredited organization is submitting materials for a new area of specialization. This application form is not to be construed as changing or modifying the governing rules of the Court.

Applications must be typed; handwritten applications will not be accepted. This application must be accompanied by additional documentation that is specified throughout this form. Please label these attachments as appendices and refer to them as such in your responses within this application.

Your application for accreditation will be circulated to Commission staff, the members of the Commission, and the staff of their respective offices. Pursuant to Gov. Bar R. XIV, Section 6(C), this application and other records of the Commission shall be public records, except as provided in Gov. Bar R. XIV, Sec. 6(C)(2).

Please direct any questions to Britney Cider, Secretary to the Commission at 614.387.9318.

Completed applications should be emailed to [Britney.Cider@sc.ohio.gov](mailto:Britney.Cider@sc.ohio.gov).

### I. CONTACT INFORMATION

Name of Organization:

Address:

Contact Person for Organization:

Email Address:

Phone Number:

Fax Number:

Website:

## II. ORGANIZATION STRUCTURE

How many years has the organization been in existence?

Is your organization a successor of another organization?      Yes      No

If Yes, please describe:

Is one of the organization's primary purposes to identify attorneys who possess enhanced skill and expertise in the areas of law that it offers certification programs in?      Yes      No

What is the structure of your organization?

Not-For-Profit

Corporation

Association

For-Profit Corporation

Educational Institution

Other, please explain:

Pursuant to Gov. Bar R. XIV, Section 3(A), an accredited organization shall be a not-for-profit organization. If your organization is a corporate entity, include a copy of the charter, bylaws or other like documents evidencing the existence of your organization. Also include any resolution of your organization's governing body authorizing the making of this application and granting of authority to the individual to complete and submit this application on behalf of the organization and to communicate with the Supreme Court of Ohio and the Commission on Certification of Attorneys as Specialists. If your organization is an unincorporated association or partnership, documentation of similar import shall be required as part of this application.

Please describe your governing body:

How many members are on your governing board?

How many members are on your evaluation committee?

Please describe the Staff that are responsible for carrying out the program(s) and ensuring compliance with the Rule:

Has your organization retained or hired a person or entity that has a background in evaluating the validity and reliability of written examinations?      Yes      No

If Yes, please describe:

Please attach a completed Background Form, including a current curriculum vitae or resume, for each member of the Governing Board and Evaluation Committee; staff responsible for operation of the program(s); every person retained by the board or committee to carry out the program(s); and each person responsible for evaluating the validity and reliability of the examinations. The majority of the persons who implement and supervise the program shall be attorneys who have expertise in that area.

### **III. FINANCIAL INFORMATION**

Please attach documentation demonstrating your organization's financial stability. If you have a parent organization, include documentation of its financial stability as well. Submit documentation illustrating adequate financing over the past three years, as well as a budget and financial plan for the next three years (organizations that have been accredited by the Commission for at least five years may submit a budget and financial plan for the following year rather than three years).

Describe your organization's funding sources (e.g. membership dues, grants, etc.).

What is the fee for an attorney to apply for certification by your organization?

What is the fee for an attorney to apply for recertification by your organization?

### **V. CERTIFICATION PROGRAMS SOUGHT IN OHIO**

Please attach a separate Specialization Form for each specialty area the organization intends to offer a certification program for in Ohio. Each Specialization Form should include copies of the examination given for the past two years or the proposed examination for each area and provide evidence of the examination's validity and reliability in compliance with Gov. Bar R. XIV, Sec. 3(D)(5).

List the areas of specialization that your organization is seeking to offer certification programs for within Ohio:

## IV. INFORMATION REGARDING PROGRAMS

Pursuant to Gov. Bar R. XIV, Sec. 3(D)(4), please provide copies of the materials furnished to attorneys seeking certification, including but not limited to: forms, booklets, pamphlets, peer reference forms, evaluation guides, etc. These materials shall not state or imply that membership in or the completion of educational programs offered by the organization are required for certification.

Does your organization require **EACH** of the following in order for an attorney to be certified as a specialist:

Substantial involvement by the attorney in the specialty field during the three-year period immediately preceding the application to your organization, demonstrated by devotion of at least 25% of full-time legal practice to the specific area?	Yes	No
References from at least five (5) attorneys or judges who are familiar with the competence of the attorney and knowledgeable about the attorney's practice area, and who are not related to, engaged in legal practice with, or employed by the same employer as the attorney?	Yes	No
Reference forms are sent by the organization directly to and from each reference?	Yes	No
Peer review forms in compliance with Gov. Bar R. XIV, Sec. 4(B)(3)?	Yes	No
Written examination of the attorney's knowledge of the substantive and procedural law in the specialty field in compliance with Gov. Bar R. XIV, Sec. 4(C)?	Yes	No
Education experience as set forth in Gov. Bar R. XIV, Sec. 4(D)?	Yes	No
Attorneys provide evidence as required by Gov. Bar R. XIV, Sec. 4(E) that they are active and in good standing with the Supreme Court of Ohio and have no current or pending disciplinary matters in Ohio or any other state?	Yes	No
Certified attorneys are insured in an amount of not less than \$500,000 per loss (unless exempt under Gov. Bar R. XIV, Sec. 4(E)(2)(a)), and must notify the organization upon cancellation?	Yes	No
Completion of at least 36 hours of continuing legal education in the specialty area within the three-year period preceding the application for certification?	Yes	No
In addition to the requirements in Gov. Bar R. X, completion of 12 hours of continuing legal education every two years in the specialty area?	Yes	No

In addition to the information provided, does your organization require other criteria for an attorney to become certified?

Do you certify your specialists for a period not fewer than three years and not longer than seven years?      Yes      No

Please explain the procedure you have developed to ensure that the attorneys' fitness to practice is not in question by virtue of disciplinary action in any other state.

What procedures does your organization follow to ensure that an attorney seeking certification is in compliance with Gov. Bar R. VI (Attorney Registration), Gov. Bar R. X (Continuing Legal Education), and Gov. Bar R. XIV (CCAS)?

Does your organization include a statement in its materials that it does not discriminate against attorneys seeking certification on the basis of race, color, national origin, religion, gender, sexual orientation, disability, or age?      Yes      No

What safeguards are in place to ensure unbiased consideration of attorneys throughout the certification process?

## VI. CERTIFICATION HISTORY

If you are an accredited organization completing this application as part of your intent to offer a new area of specialization, please focus on that area of specialization when completing this section.

List each state in which your organization been approved to certify attorneys.

Please list the number of attorneys certified by your organization by state and area of practice. Attach additional pages if necessary.

State	Area of Practice	# Attorneys Certified

In the most recent three years, how many certification applications were processed, approved, and disapproved?

Year	# Applications Processed	# Applications Approved	# Applications Disapproved

What were the primary reasons for disapproval?

Does your organization have an appellate process in place for attorneys who are refused or disapproved for certification?    Yes    No

Do you have a process for revocation of an attorney's certification?    Yes    No

Does your revocation process offer an appellate procedure to attorneys whose certification is revoked?    Yes    No

## VII. VERIFICATION

I, \_\_\_\_\_(name) \_\_\_\_\_(title) of \_\_\_\_\_ (organization) being duly authorized to make this application and this verification, declare that I have carefully read the foregoing application and certify that the information herein is true. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in the denial of this Application for Accreditation, or later revocation of Accreditation.

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

## VIII. REQUIRED ENCLOSURES

Before submitting your application, please be sure to enclose the following items:

- Governing documents, including articles of incorporation, bylaws, resolutions, and other documents setting forth the standards, procedures, guidelines, or practices of the organization's certification program;
- A separate Background Form for the following people:
  - Each member of the governing board or governing committee of the organization;
  - Staff involved in the operation of the program(s) and who ensure compliance with the Rule;
  - Each person retained by the governing board or committee to carry out the program(s); and
  - Each person responsible for evaluating the validity and reliability of the written examinations;
- Documents demonstrating the financial stability of the organization for the past three years, a budget and financial plan for the following three years (or the following year for organizations accredited by the Commission for more than five years), and, if necessary, documentation for any supporting parent organization;
- Materials furnished to attorneys seeking certification, including application forms, booklets, or pamphlets describing the certification program, peer reference forms, rules and procedures, and evaluation guides;
- A separate Specialization Form for each area of specialization that the organization intends to offer a certification program for in Ohio; including:
  - Copies of examinations given by the organization in the past two years, or in the case of an organization with a new certification program, copies of proposed examinations; and evidence of the examination's validity and reliability; an explanation of how the examinations are developed/conducted/reviewed; and an explanation of the standards for grading and evaluating the examinations;
- A check for the required fee(s).

Please label enclosures and attachments as appendices and refer to them as such in your responses within the application.