

Instructions for Completing Uniform Application For Accreditation of CLE Activity

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

Please provide the complete mailing address and phone number for the organization sponsoring the activity. We can have only one sponsor, so please do not list more than one organization. By applying for accreditation of a CLE program, an organization is accepting certain obligations. Please give us the name of the organization that is agreeing to accept those obligations.

2. Name, phone number, and email of sponsor contact person

Please provide the name, direct dial phone number, and the email address for the contact person at the sponsoring organization. Please include extension number, as appropriate.

3. Title of the educational activity

Please provide the title exactly as it is listed on the program agenda.

4. Dates and cities/states

Please list specific dates and cities (as well as states, if outside Ohio). You may put more than one date and city on a single application, as long as all dates are within the same calendar year. If the program will be presented on many dates in different locations, and all of this information will not fit in the space provided, you may attach a one-page listing. Please list, in columnar form, the date of each presentation and the city and state where it will occur.

5. Method(s) of presentation

There are several different methods of presentation that are used by sponsors to convey educational information. The most common methods are described below:

Faculty in room with participants means that the speakers and attendees are in the same room.

Groupcast (Satellite, Videoconference and Teleconference) means attendees are in a physical classroom setting in which one or more of the speakers are presenting via satellite, videoconference, or by teleconference to an official viewing location or locations. Attendees have the opportunity to ask questions of faculty during or immediately following the presentation.

Self-Study Activities offered by live webcast, real-time video conference, on-demand and/or teleconferences are considered self-study activities. Pursuant to Reg. 409(B) only Sponsors may apply for accreditation of Self-Study Activities. Sponsors must apply for accreditation on the appropriate self-study application form (Form 10 or Form 24).

Attorneys and Judges may not apply on their own behalf for accreditation of Self-Study Activities.

Prerecorded Presentation In order for a video or audio replay to be eligible for CLE accreditation, a qualified speaker must be present to answer questions posed by attendees. A "qualified speaker" is defined as a lawyer with experience in the area being discussed on the recorded materials. In addition, this individual must have previewed the recording prior to the day of the replay or be one of the original speakers.

Please provide the name and Ohio Attorney Registration number of the attorney acting in the capacity of the Qualified Speaker and attach a copy of the attorney's biography. (If the attorney is not from Ohio, a Registration Number is not required.)

6. Advertised to: Lawyers/Others

Who is the intended audience? To which groups or professions did the sponsor advertise the seminar?

CACLE Regulation 406(A) states that: "The CLE Activity shall have significant intellectual or practical content, the primary objective of which is to improve the participant's professional competence as an Attorney or Judge."

If the program being applied for is not **primarily** for attorneys, then please also submit the "Supplementary Application-Interdisciplinary." This form is available on the Court's website. Form 13 should be used by sponsors and Form 14 should be used by individual attorneys.

7. List any admission restrictions

Please list any admission restrictions. Is this program being limited to a certain audience? Do the attendees need to belong to a certain group-i.e., prosecutors or defense counsel?

8. "Special Program" or "In-house activity" requirements (see CACLE Regulation 407)

This question helps you to identify if your program should be considered as a Special Program (sometimes called in-house). If attendance at a program is limited to persons associated with one organization and/or if all the speakers at the program are associated with one organization, then the program may be considered to be a Special Program under Gov. Bar R. X.

CACLE Regulation 407 describes the additional requirements for accreditation of this type of program. You must use Form 8 (available on our web site) to apply for credit for a Special Program.

9. Method of evaluation

CACLE Regulation 406(G) requires that Sponsors implement ways to evaluate its course offerings. This question asks you to indicate if an evaluation is provided to attendees to evaluate this particular program.

10. Description of materials to be distributed

CLE Regulation 406(D) requires that attendees be provided with course materials of such quality and quantity to indicate that adequate time has been devoted to their preparation and that they will be of value to participants. This question asks you to describe the number of pages and when the materials are provided to the attendees.

Required Attachments to this application

We must receive a copy of each required attachment in order to review the program for accreditation. Applications submitted without required attachments will be returned to the sender. Following is a description of what is meant by each attachment:

Time Schedule - We need a detailed time schedule showing what time the program as a whole begins and ends, what time registration begins and ends, and what time each topic begins and ends. Please include the topic name with a short description and who the speaker is. Keynote speeches and breaks must be identified.

Brochure, course outline, or course description - Please send a concise description of the subjects being discussed at your program. We must be able to easily determine that the program is directly related to the practice of law and that it has been designed to maintain and improve the quality of legal services. Please be sure that the information you are sending us clearly demonstrates this.

Table of contents of handouts (or equivalent) - If your program materials have a table of contents, please include it. A table of contents is not absolutely required, if your course outline includes enough information to enable us to determine that your program is directly related to the practice of law and that it has been designed to maintain and improve the quality of legal services.

Faculty names and credentials – Please provide the name and a brief description of the faculty members' credentials. You do not need to submit a resume for each speaker.

Complete set of materials - DO NOT SEND unless requested to do so. Please send only those documents listed above. If we decide that we need to review the full set of materials, we will contact you.

11. Total hours of instruction you are requesting

Please tell us the number of hours of CLE credit you are requesting. Please break down the total number of hours by using the provided spaces, indicating number of hours for general instruction and professional conduct instruction.

Please keep in mind that non-substantive time is not eligible for CLE credit. This includes such things as registration, program evaluation, breaks, business meetings, and opening or closing remarks.

12. Submitted by

Please put your name, address, signature, phone number, and title (if sponsor representative) on the appropriate lines. Please also mark the appropriate box to tell us if you are a representative of the Sponsor, or an individual lawyer applying for CLE credit on his or her own behalf. If you are a lawyer submitting this course on your own behalf, please include your Ohio Attorney Registration number, including the number of credit hours in which you attended.