

NOTICE PERMITTING ELECTRONIC SUBMISSION OF APPLICATIONS FOR CLE ACCREDITATION ON TEMPORARY BASIS

In response to the novel coronavirus/COVID-19 pandemic, applications for CLE accreditation may be emailed to OHCLEapp@sc.ohio.gov on a temporary basis. Please follow the instructions below carefully to ensure that your application is processed. This process will remain in place for 30 days. The Commission on Continuing Legal Education will continue to monitor the situation and determine if an extension of this timeframe is necessary. Please visit the [Commission's webpage](#) for updates.

EXTENSION OF 2018/2019 CLE LATE COMPLIANCE DEADLINE

The Commission has also adopted the following changes for attorneys with regard to CLE Late Compliance for the 2018/2019 period:

- Deadline to complete all hours is extended to June 29, 2020, and
- Waiver of the self-study cap for the 2018/2019 Late Compliance period.

A. INSTRUCTIONS FOR CLE APPLICATION SUBMISSION BY EMAIL

1. Sponsors who do not have access to postal services may email CLE applications to OHCLEapp@sc.ohio.gov
2. **Only one (1) application should be attached per email.** Any additional applications will be not be considered since staff must be able to track incoming applications. Therefore, a strict 1:1 ratio will be applied to ensure processing.
3. **The application and all related documents should be submitted in one (1) attachment per email.** Please order the pages as follows:
 - a. The applicable [Ohio CCLE application form](#);
 - b. Any other CCLE forms, e.g., [interdisciplinary](#), [in-house variance request](#), if applicable;
 - c. Detailed time agenda, with any session(s) to be considered for APC credit clearly marked;
 - d. Faculty bios; and
 - e. Additional information required to process the application.

Attachments are limited to 50 MB, which is adequate for an application form, agenda, bios, and other necessary documents. For example, a one to five page web-optimized PDF or Word document is generally less than 200 KB. Do not include PowerPoint presentations, which can easily exceed 50 MB.

4. DO NOT SEND PROGRAM MATERIALS. If additional information is required, you will be contacted by staff.
5. Include in the subject line of the email the **sponsor id number and the number of the sponsor's submission for that day to allow for sorting** (e.g., 12570/003 would be that sender's third application for the day). For purposes of the "Apply Date," a given day starts at 12:00 a.m. and

ends at 11:59 p.m. ET. Please do not insert any text in your mail. All information must be in the attachment.

6. The submission must be a PDF or Word document. Any other formats are incompatible with our software and will not be reviewed.
7. Notification of CLE accreditation decisions will be sent by email. **An email address must be included with any application submitted by email.** Letters of CLE accreditation decisions will not be mailed in response to email submissions.

B. INVOICING/PAYMENTS

Invoices will be generated after staff has logged the applications and will be sent by email. At this time, payments must be paid by check payable to the Supreme Court of Ohio and remitted to the address below. Please include the invoice with your payment.

Supreme Court of Ohio
Attn: CCLE Invoices
65 S. Front St., 5th Floor

Dated: March 23, 2020