

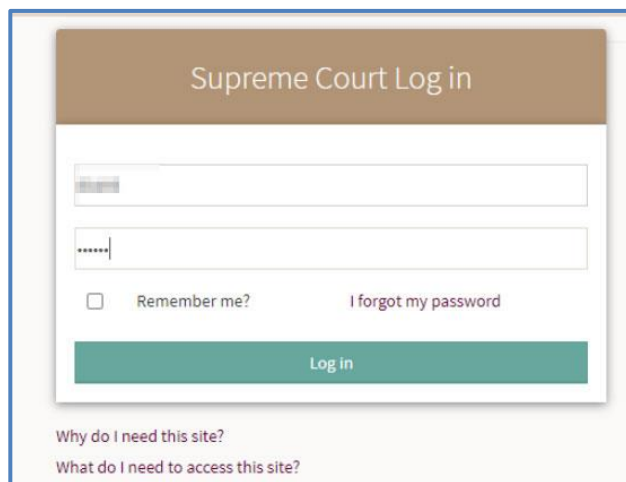
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[Attorneys who completed all their hours by December 31, 2023](#)

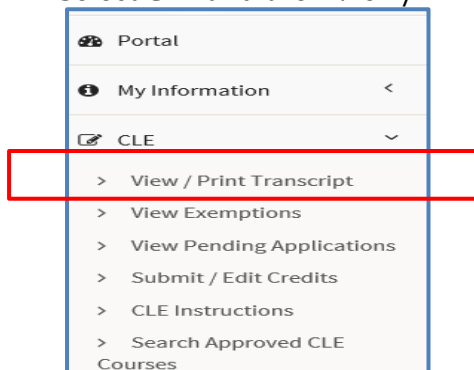
If you completed your CLE requirements on or before December 31, 2023, please log into the Attorney Services Portal and add the course(s) that will remove the deficiency to your 2022-2023 transcript using the Ohio activity code provided by the sponsor. These courses must be added to your transcript on or before 11:59 pm ET on April 30, 2024. If you properly provide evidence demonstrating compliance on or before April 30, 2024, a Withdrawal of the Notice of Apparent Noncompliance will be sent to your email address on file. Acceptable evidence of compliance includes online submission of credits to cure your deficiency, and/or if the course has not been accredited in Ohio, an Application for CLE Accreditation for out-of-state programs held in-person for courses taken between January 1, 2022 – December 31, 2023. Please follow the below instructions to review your transcript and to submit credits.

- ***Check your 2022-2023 transcript.*** It is not uncommon for sponsors to report hours for the 2022-2023 after the notice of apparent noncompliance is mailed thereby reducing or removing your deficiency.

A. Log into the [Attorney Services Portal](#) to review your transcript for 2022-2023.

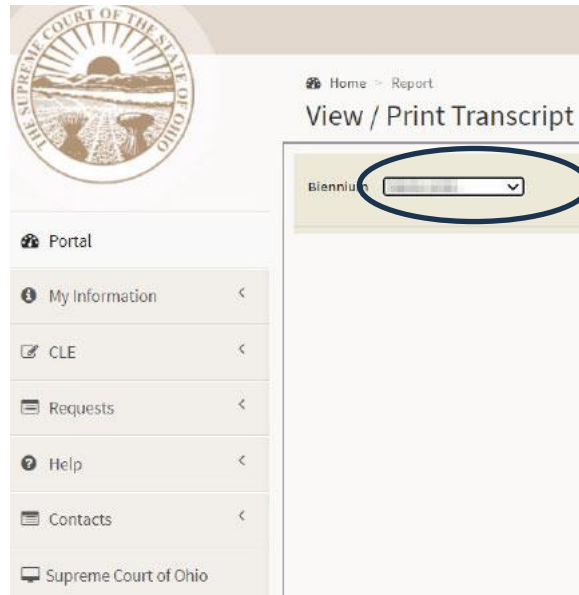


B. Select CLE and then View/Print Transcript.



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- C. Next to Biennium, select 2022-2023, then click View Report at the top, right of your screen.



- D. If your 2022-2023 transcript shows you have met all requirements, no further action is required. A Withdrawal of Notice of Apparent Noncompliance will be emailed to you.
- E. If you have a deficiency on your 2022-2023 transcript, answer the following questions:
1. Are the programs you need to add to your 2022-2023 transcript approved in Ohio for CLE? If yes, go to 2. If no, go to 3. If you don't know whether the program was approved in Ohio, then contact our office 614-387-9320, option 1 or at CCLE@sc.ohio.gov. You must provide the program title, date, and name of the sponsor.
 2. Do you have the Ohio activity code? This is the six-digit identifier assigned to the program by the CLE Commission. If yes, go to 4. If no, please contact the sponsor and obtain the Ohio activity code and proceed to 4. Or, you may request that the sponsor report your hours to our office.
 3. If the program is not approved in Ohio, are the programs you attended live, in-person courses (i.e., you were physically in the same room as the presenters and the other attendees)?

Yes. Complete the [Form 6](#) to apply for accreditation of this program and email to latecompliance@sc.ohio.gov on the same day you submit the online late compliance request.

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No.

Any program that was held virtually using Teams, GoToWebinar, Zoom, or any other virtual conference platform is considered a self-study activity, and you cannot apply for CLE accreditation – only the sponsor can. See CCLE Reg. 409.1(B). The Commission will not waive this requirement under any circumstances. Applications for self-study programs submitted by an individual attorney are automatically denied.

Options if you have a self-study course that is not accredited in Ohio:

- a) Contact the sponsor of the activity and request they apply for accreditation for the self-study activity through the [Sponsor Portal](#). A \$25 application fee is required for all self-study applications. Upon submission of the application, you or the sponsor should email latecompliance@sc.ohio.gov and indicate that an application has been submitted on your behalf for late compliance. Please note the deadline to submit your request for late compliance is April 30. The application must be submitted prior to the deadline for courses completed on or before April 1, 2024.
 - b) If the sponsor does not submit the application for accreditation or the program is denied accreditation, then you must take programs accredited in Ohio during the late compliance period. A list of approved courses is available [here](#).
4. Follow these [instructions](#) to add the program to your transcript on the [Attorney Services Portal](#).
 5. If enough credits are added to your 2022-2023 transcript (any program taken on or prior to December 31, 2023) to remove your deficiency, then you will be in compliance and a Withdrawal of Notice of Apparent Noncompliance will be emailed to you. No further action is required, and you will no longer be required to submit an online late compliance request.

[If you do not have enough hours on your 2022-2023 transcript and need to come into compliance during the late compliance period, please proceed to Attorneys who completed their hours between January 1, 2024 – April 1, 2024.](#)

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Important: Unless or until you receive a Withdrawal of Notice of Apparent Noncompliance, our records reflect that you are not in compliance and subject to sanction and/or suspension.

For questions not addressed by this guide, please call our office at 614-387-9320, option 1 (M-F, 8 am – 5 pm ET), or email CCLE@sc.ohio.gov.