

**APPLICATION FOR RECOGNITION AS A SELF-STUDY ESTABLISHED SPONSOR
(CCLE Form 7(a))**

Please return completed form to:
CCLE@sc.ohio.gov

Date Received by Office of Attorney Services

APPLICATION FOR RECOGNITION AS A SELF-STUDY ESTABLISHED SPONSOR

1. Name of Organization:
2. Address:
3. Name of Contact Person:
4. Website:
5. Telephone Number:
6. Email Address:
7. Briefly describe the history of your institution and its involvement in CLE and in self-study CLE activities, in particular.
8. What is the approximate number of Self-Study CLE activities you conduct each year? _____ Of the total number, how many have been approved by the Ohio CLE Commission? _____
9. Describe the geographic region your organization serves.
10. Is your organization a member of the Association of CLE Administrators (ACLEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, year of initial membership _____
11. Is your organization an accredited sponsor of self-study activities in other mandatory CLE states? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify each state individually: _____
12. For <u>each</u> of your self-study activities: a. Can you identify the individual who is actually engaged in the program: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate type of verification used: <input type="checkbox"/> Email and Confidential Password Combination <input type="checkbox"/> Security or Challenge Questions <input type="checkbox"/> Image Phrases and Image Authentication <input type="checkbox"/> Other _____ b. Is the Attorney required to actively participate throughout the program for an amount of time equivalent to the number of credit hours requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the method used to verify participation time: <input type="checkbox"/> Polling <input type="checkbox"/> Verification Codes <input type="checkbox"/> Completion of Test Questions <input type="checkbox"/> Other _____ c. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the method(s) used to measure competency: _____ d. Is the Attorney required to complete a mandatory evaluation in order to receive credit? <input type="checkbox"/> Yes <input type="checkbox"/> No e. For <u>each</u> of your self-study activities, is the Attorney provided a certification completion upon completing the program? <input type="checkbox"/> Yes <input type="checkbox"/> No

CCLE OFFICE USE ONLY:

Sponsor Number:
<input type="checkbox"/> Granted <input type="checkbox"/> Denied
By: _____ Date: _____
Reason for denial:
Sponsor Fee Check # _____ Amount Paid: _____

Instructions for Applying for Designation as an Established Self-Study Sponsor

The Commission on Continuing Legal Education (Commission) may designate a Sponsor as an Established Self-Study Sponsor if the Sponsor demonstrates to the Commission by clear and convincing evidence that the self-study activities offered by it have consistently met the standards set forth in [CLE Regulation 409](#).

Designation as an Established Self-Study Sponsor shall be for a term not to exceed one year and may be renewed by the Commission annually if the Established Self-Study Sponsor continues to meet the criteria required for Established Self-Study Sponsor status.

Self-study activities presented by Established Self-Study Sponsors shall be deemed to be approved, but may be reviewed and will be subject to denial if they do not meet the requirements set forth in Gov. Bar R. X and the CLE Regulations.

Established Self-Study Sponsors must pay an annual fee on or before March 1.

Established Self-Study Sponsors must announce each CLE activity at least thirty days prior to the presentation of the activity.

Established Self-Study Sponsors must submit to the Commission all requests for CLE credit no later than thirty days after the presentation of the activity.

Established Self-Study Sponsor status may be revoked if the Commission determines that the annual fee has not been paid; the quality of the Self-Study activities does not meet the standards set forth in the CLE Regulations; or the Sponsor has violated the CLE regulations.

To be considered for Established Self-Study Sponsor status, please complete CCLE Form 7(a). The completed application should be submitted with a \$400 check or money order, payable to The Supreme Court of Ohio, and mailed to: The Supreme Court of Ohio, Office of Attorney Services, 65 South Front Street, 5th Floor, Columbus, Ohio, 43215.

If the application is accepted and the sponsor is designated as an Established Self-Study Sponsor, the \$400 fee will be applied toward the annual fee for the calendar year in which the application is submitted. If Established Self-Study Status designation is denied, the \$400 fee will be refunded to the sponsor.