

The CLE Final Transcripts were mailed the week of December 5, 2016, for the 2015/2016 compliance period ending December 31, 2016. The transcript shows all credits posted to your record as of December 2, 2016.

REMEMBER:

- Attorneys and judges are no longer required to file a final reporting transcript for the preceding two year compliance period. You should return your transcript only if you are reporting changes or corrections to your CLE record.
- Attorneys can earn up to 12 hours of self-study credit.
- Attorneys can earn up to 6 hours of credit for engaging in certain types of approved pro bono activities. Go to www.supremecourt.ohio.gov/attysvs/CLE/probono/default.asp for more information.
- Attorneys are required to earn 2.50 hours of “attorney professional conduct” credit, but are no longer required to earn one hour of ethics, one hour of professionalism, and one-half hour of substance abuse instruction.
- Attorney Professional Conduct credit will appear on your transcript under the column marked “APC Hours.”

ATTORNEYS REQUIRED TO COMPLY WITH NEW LAWYERS TRAINING REQUIREMENTS

An attorney newly admitted to the practice of law by examination or an attorney newly registered for corporate status under Gov. Bar R. VI, Sec. 6, shall complete 12 hours of new lawyers training. The 12 hours of instruction must be accredited as New Lawyers Training education and shall include 1.0 hour of professionalism, 1.0 hour of client fund management, 1.0 hour of law office management, and 9 hours of instruction in one or more substantive law topics. Failure to complete the New Lawyers Training will result in suspension from the practice of law (Rule X, Sec. 17(B)).

DEFICIENCY MESSAGES

Deficiencies are indicated by a negative amount appearing in any of the rows in column V of the Summary. This Summary appears at the bottom of the front of the report and displays hours by requirement type. You have until December 31, 2016, to complete the necessary hours. Once you complete the necessary hours, your CLE Record will show compliance.

ACCESS THE ONLINE ATTORNEY SERVICES PORTAL

To access the online attorney services portal go to www.supremecourt.ohio.gov/attorneyportal. You will need your attorney registration number and password. If you have not accessed the online site previously, your password is printed on the enclosed Transcript directly underneath your CLE hour totals (“matrix”). Please remember that the password is case sensitive. If your password is not displayed on the Transcript, this indicates you have accessed the site previously with your password. If you have lost or forgotten your password, go to www.supremecourt.ohio.gov/AttorneyPortal/Account/ForgotPassword?attorneyNumber to request one. Once you have successfully logged on to the online site, click “CLE” in the left column, and select “View/Print Transcript”. Be sure the biennium drop down box displays “1/1/2015-12/31/2016”.

ADD OR EDIT COURSE HOURS ONLINE

You may add and edit certain CLE activities that have not been reported by the program sponsor. Click on “CLE” in the left column, and select “Submit/Edit Credits” and follow the prompts and instructions. To add or edit course hours electronically, you must provide the approved activity code. If you do not know the approved activity code, please contact the SPONSOR; do not contact the Continuing Legal Education office for this information.

To allow time for CLE sponsors to submit your attendance credit, you will not be permitted to add an activity within 35 days after the date of the activity. You also may not edit hours for course attendance reported by a sponsor. If you wish to add an activity that occurred fewer than 35 days ago or if a sponsor has submitted incorrect information, you will need to report these changes directly on the paper Transcript and mail the Transcript on or before January 31, 2017. (See, “Corrections to the Report”, below, for instructions on making corrections in writing.)

You may not enter attendance credit for courses designated as in-house, pro bono, publication, teaching, law school attendance, or law school teaching. Corrections to your CLE record for these types of credit hours must be made in writing and mailed to the Continuing Legal Education office on or before January 31, 2017.

CORRECTIONS TO THE REPORT

1. Add activities you attended that are not listed by printing or typing the information, including the approved activity code, directly on the face of the Transcript under the appropriate headings. To obtain the approved activity code you must contact the SPONSOR who has a record of your attendance at the particular activity. Only CLE approved activities will be added to your record. Please print or type the information at the bottom of the Transcript.
2. Draw a single line through an activity you did NOT attend, taking care not to obliterate the activity code.
3. Modify hours to reflect your actual attendance by circling the incorrect number and indicating the correct number of hours outside the circle.

EXEMPTION REQUEST BY MAIL

Please see the reverse side of the Transcript for a list of exemptions that may be requested. If you need to apply for an exemption, please complete an Application for Exemption, CCLE Form 9, attach supporting documentation, and submit the form and documentation to the Office of Attorney Services. Exemption forms are available at www.supremecourt.ohio.gov/attysvcs/cle/forms/default.asp

HELP DESK AND CONTACT INFORMATION

If you have any questions regarding your CLE requirements, please contact us at 614/387-9320 (Monday through Friday, 8 am – 5 pm) or at ccl@sc.ohio.gov. Corrections to your transcript should be mailed to:

Supreme Court of Ohio
Office of Attorney Services
Attn: CLE Transcript
65 South Front Street, Fifth Floor
Columbus, Ohio 43215

ATTORNEY REGISTRATION

If your CLE Reporting Transcript indicates that your attorney registration status is Not Registered, you may have been suspended from the practice of law. Please contact the Office of Attorney Services immediately at 614/387-9320 to confirm your status.

TRANSCRIPT KEYS

Completed activities appear on the report with the activity type and credit hour type for which the activity was approved. Below is a key of the abbreviations as they appear on the report for the different activity types and credit hour types.

ACTIVITY TYPES

CLE	Attendance
JC	Judicial College
JSC	Judicial College Self-Study
LS	Law School
NEW	New Lawyers Training
NJC	National Judicial College
NLS	New Lawyers Self-Study
PBN	Pro Bono Legal Services
PUB	Publication
SKB	Skills Based
SSD	Self-Study

CREDIT HOUR TYPES

APC	Attorney Professional Conduct
JPC	Judicial Professional Conduct
NGEN	New Lawyer General
NLOM	New Lawyer Law Office Management
NCFM	New Lawyer Client Fund Management
NPROF	New Lawyer Professionalism

PLEASE REMEMBER:

- To avoid a late fee, you must complete your CLE requirement on or before December 31, 2016.
- Review your CLE transcript online on the Attorney Services Portal site for the most up-to-date transcript.
- You are no longer required to file a final reporting transcript for the preceding two year compliance period unless you are reporting changes or corrections to your CLE record.
- We will notify you when your record demonstrates compliance.
- If your record does not demonstrate compliance, we will notify and advise you how to become compliant by the late compliance deadline. Failure to come into compliance may result in monetary sanction and suspension from the practice of law.