

THE SUPREME COURT *of* OHIO
COMMISSION ON CONTINUING LEGAL EDUCATION

NOTICE

In response to the Coronavirus/COVID-19 pandemic, applications for CLE accreditation may be emailed to OHCLEapp@sc.ohio.gov on a temporary basis. Please follow the instructions carefully to ensure that your application is processed. This process will be in place for 30 days. The Commission will continue to monitor the situation and determine if an extension is necessary.

A. 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. **One (1)** application 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. **One (1)** attachment per email. Please order the pages as follows:
 - a. [Ohio CCLE Application Form](#);
 - b. Any other CCLE forms ([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;
 - e. Additional information required to process the application.

Attachments are limited to 50 MB, which is adequate for an application form, agenda, bios, and necessary documents. For example, a 1-5 page web-optimized PDF or Word Documents 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. Subject line state **sponsor id and the number submission for that day to allow for sorting (e.g., 12570/003** would be that sender's 3rd application for the day), using a 12:00 am to 11:59 pm ET for a day (for entry of "Apply Date"). 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 to be sent by Email. **An email address must be included with any email submission.** Letters of CLE decisions should not be mailed in response to email submissions.

B. INVOICING/PAYMENTS

Invoices can be generated after logging the applications. At this time, payments must be paid by check payable to the Supreme Court of Ohio. Please include the invoice with your payment.

Supreme Court of Ohio
Attn: CCLE Invoices
65 S. Front St., 5th Floor
Columbus, OH 43215