

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

**Attorney Instructions for Submitting CLE Applications by Email**

Attorney applications for CLE accreditation may be emailed to [OHCLEapp@sc.ohio.gov](mailto:OHCLEapp@sc.ohio.gov). Please follow the instructions carefully to ensure that your application is processed.

**A. CLE APPLICATION SUBMISSION BY EMAIL**

1. Attorneys **only** must email CLE applications to [OHCLEapp@sc.ohio.gov](mailto:OHCLEapp@sc.ohio.gov).
2. **One (1)** application attached per email. Any additional applications will 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 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. Subject line should consist of your attorney registration number and the number submission for that day to allow for sorting (e.g., 73137/003 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 email. 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 will be sent by email. **An email address must be included with any email submission.** Letters of CLE decisions will not be mailed in response to email submissions.

## **B. INVOICING/PAYMENTS**

Invoices are generated after we log the applications and will be sent to the email address provided on the application.

Please log in to the Ohio Attorney Portal to pay your invoice by credit card or ACH (bank transfer).

If paying by check, please make payable to: Supreme Court of Ohio, CCLE. Please include the invoice with your payment and mail to:

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