



Precinct Election Official Continuing Legal Education ("CLE") Application Process

Summary

Attorneys that attend a county board of election's Precinct Election Official ("PEO") training program may be eligible to receive Continuing Legal Education ("CLE") credit. In order for a county's training program to qualify for CLE credits, the training must be approved by the Ohio Supreme Court.

Process for Approval

To gain approval, the board must complete CLE Form #6. Instructions for completing this form are also being provided and will be available both on the Ohio State Supreme Court's website and Secretary of State's website under "Precinct Election Official Resources."

As per the instructions, each board of elections must complete CLE Form #6 and submit it to the Ohio Supreme Court for approval at least **60 days** prior to the commencement of the Precinct Election Official training program. An application fee of \$25.00 must accompany each application. The form must be completed for each session that will qualify for CLEs.

When looking at the application, the total number of hours are broken down into "General Hours" and "Professional Conduct Credit Hours". Every attorney needs 2.5 hours of Professional Credit Hours of the 24 total hours mandatory in the biennial reporting. The ethics portion of the training should qualify for specific "professionalism" CLE credit. BOE's should make sure to request, and then advertise, that some professionalism credit is included.

Once the application is mailed to the Ohio State Supreme Court it is date stamped and processed. The Ohio Supreme Court will create a sponsor file, assign a sponsor ID number, and will create a program activity number for the program. At this time, the program will be reviewed and, if approved, the board will receive a letter from the court indicating that the program is approved.

If it does not already have one, the board of elections must develop a method of taking attendance at training that includes the ability to collect Ohio Attorney Registration Numbers. At the completion of the Precinct Election Official training, the board of elections will submit the online excel sheet with the attorney names, Ohio Attorney Registration Numbers, and credit hours for approval. Sixty minutes of instruction is one credit hour. Thirty minutes of instruction is one-half credit hour, and fifteen minutes of instruction is a quarter credit hour.

Please note, it is important to answer each question on the form. Specifically, two important things to note are below:

- In section 13, the board of elections must establish a method of evaluation for the training. We suggest following up with a questionnaire or survey to each participant, immediately following the training.
- In section 15, please be as detailed as possible. The submitted agenda must include a detailed agenda with specific times, and biography information for each person conducting the training. A sample agenda, created based on the Election Official Manual ("EOM") and statute, is also attached to this email. These are the MINIMUM topics required to be covered in the training program. Additional topics and detail should be added based on county need.

The typed application and check must be completed and mailed to the following address:

The Supreme Court of Ohio
Commission on CLE
65 South Front Street, 5th Floor
Columbus, OH 43215-3431

Conclusion

If a board of elections seeks to offer CLE credits to PEOs to encourage good candidates to participate in Election Day as PEOs, please submit the application, CLE Form #6 to the Ohio Supreme Court before the 60-day deadline.

Please let us know if you have any questions or concerns regarding the process. For additional information and resources, please visit the Ohio Supreme Court CLE information website at www.sconet.state.oh.us, or call (614) 387-9320.

