



# CONTINUING LEGAL EDUCATION CREDIT FOR PRECINCT ELECTION OFFICIALS IMPLEMENTATION AND BEST PRACTICES

## SUMMARY

In July of 2020, the Supreme Court of Ohio approved a temporary rule to allow licensed attorneys who train and serve as a precinct election official (“PEO”) to earn continuing legal education (“CLE”) credit. Every attorney in Ohio is assigned an “attorney registration number” used by the Supreme Court to track training and other requirements. In order for attorneys to receive CLE credit for serving as a PEO, they will need to provide their attorney number to the Board of Elections (“BOE”) who must in turn provide it to the Secretary of State’s office. Below are steps and best practices for implementing this program in your county.

## IMPLEMENTATION STEPS

1. Attorneys will apply to be a PEO on the Ohio Secretary of State’s website or directly with the county board of election.
2. Each county must download all applications from the PEO referral page of the BOE portal at least once a week. Note that these referrals include all people interested in becoming PEOs, attorneys or otherwise.
3. The county must contact the individuals to determine if they are qualified to be a PEO. At that time the county should attempt to collect additional information such as the attorney number.
4. Include the attorney number in the record for the PEO in your PEO tracking system or spreadsheet.
5. Designate one person from each county as the contact for attorneys and CLE tracking. This person will be the point person with the attorneys in the county as well as with the SOS team on tracking and reporting requirements.

6. Please note, the order from the Supreme Court states that for the attorney to receive CLE credit, they must attend the training and work a full day on November 3, 2020.
7. The completion of the Ethics Policy Acknowledgement Form, either at training or on election day, presents another opportunity to collect the attorney number for the PEO. A template collection form is available.
8. The board must have a sign in process in place at the polls on election day. This can be the payroll sheet or other process the board typically uses for all PEOs. This sign in sheet should include the attorney number or a place to provide it.
9. After election day, update each PEO record with whether or not they worked the full election day.
10. Add the attorney numbers of those attorneys that attended training and worked the full election day to the spreadsheet provided in this toolkit.
11. Send the completed Excel document, including the attorney number, activity code, and credit hours, to [HBarber@OhioSoS.gov](mailto:HBarber@OhioSoS.gov) by November 17, 2020.

## **BEST PRACTICES**

1. Download the PEO referrals from the BOE portal early and often, at least once a week.
2. Reach out to the county prosecutor to discuss the opportunity. A template letter is available.
3. Identify the largest 5-10 law firms in your county and reach out to the managing partner to share the CLE information. A template letter is available.

## **ITEMS INCLUDED IN THE TOOL KIT**

1. Implementation and Best Practices Document
2. Sample Ethics and Info Collection Form (based on a form provided by Cuyahoga County Board of Elections)
3. Reporting Spreadsheet
4. Order from the Supreme Court
5. Supreme Court FAQs for Attorneys
6. Template Letter to Law Firms
7. Template Letter to Prosecutor Offices