

## Rule 806

### ATTENDANCE REPORTING

- (a) **Provider Approved Program.** If OJA approves an application submitted by a provider under Rule 805(a), OJA will issue a notice of accreditation to the provider. OJA will also issue an affidavit to a provider of an in-person live program. The provider or attorney will report attendance as follows.
- (1) **In-Person Live Program.** A provider holding an in-person live program is responsible for distributing the affidavit to attendees for signature.
- (A) **In-State Program.** The provider is responsible for reporting attendance for each attorney in the prescribed format to OJA no later than 30 days after the program.
- (B) **Out-of-State Program.** The attorney is responsible for submitting the executed affidavit to OJA no later than 30 days after the program.
- (2) **Electronic Live Program or Prerecorded Program.** A provider holding a live program delivered through an electronic medium or a prerecorded program is responsible for reporting attendance for each attorney in the prescribed format to OJA no later than 30 days after the program.
- (b) **Individual Attorney Approved Program.** If OJA approves an application submitted by an individual attorney under Rule 805(b), the attorney is responsible for submitting proof of attendance in the prescribed format to OJA.

[**History:** New rule adopted effective July 1, 2011; Am. (a) and (b) effective February 22, 2012; Am. (e) effective October 1, 2015; Am. effective July 1, 2017; Am. effective October 2, 2019; [Rule 804 renumbered to Rule 805 and Am. effective April 2, 2021](#); [Rule 805\(f\) renumbered to Rule 806 and Am. effective June 1, 2021](#); [Am. effective July 1, 2022.](#)]