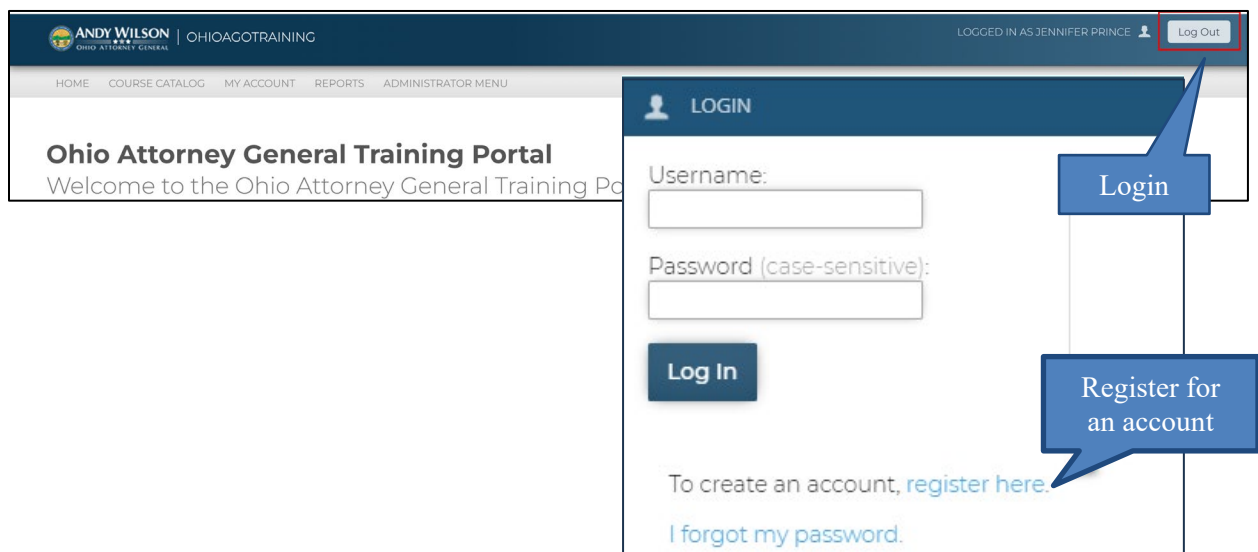


Ohio Sunshine Laws Certification Training User Guide

The Ohio Sunshine Laws Training is an in-depth review of Ohio’s Public Records and Open Meetings Acts, collectively known as the “Sunshine Laws.” This training is free and available on the Ohio Attorney General’s Training Portal and after completing the entire course which includes 5 parts, you can print a certificate for your office’s records.

Please follow the steps below to create an account and enroll in the course:

1. Click the following link to access the Ohio Attorney General’s Training Portal
<https://ohioagotraining.ohioattorneygeneral.gov/>
2. Select the Log In button on the top right corner and click “register here”.



Attorneys that wish to earn CLE credit need to include their **Ohio Supreme Court bar number** on the registration form. After completing all required fields, select “**Create Account**”.



4. Select “**Course Catalog**” to view all courses provided by the AGO and select “**The Ohio Sunshine Laws Certification Training**” catalog.

ANDY WILSON | COURSE CATALOG

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COURSE CATALOG

Course Catalog

Search the course catalog

Catalogs (4) Courses (0)

Catalog: 1075 Compliance Training
Courses: 2
This training is provided by the OAG to fulfill the IRS requirement for disclosure awareness as directed in the IRS Publication 1075, safeguarding Taxpayers information.

Catalog: Ohio School Threat Assessment Training – For Public Schools
Courses: 10
The Ohio School Threat Assessment Training course is being offered to public school administrators, school board members, and school board members. The course is designed to educate and the Ohio Attorney General's Office and meets the requirements outlined in HB 123. After completing the entire course you will receive a certificate of completion from your school's administration.

Catalog: Ohio Sunshine Laws - Certification Training
Courses: 5
Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give Ohioans access to government meetings and records. The Ohio Attorney General's Office helps public officials and citizens understand their rights and responsibilities under these laws. The training includes an in-depth analysis of Ohio Public Records Act, and a brief review of Ohio's Open Meetings Law.

5. You will see the page shown below. **Please read the screen carefully.** You must enroll in each of the 5 courses individually from this screen. (Click on the course number link.)

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COURSE CATALOG // OHIO SUNSHINE LAWS - CERTIFICATION TRAINING

Catalog: Ohio Sunshine Laws - Certification Training

Search the course catalog

This training is an in-depth review of Ohio's Public Records and Open Meetings Acts, collectively known as the "Sunshine Laws." These laws govern access to records that document the work of public offices and access to the meetings of public bodies, both of which are essential to knowing what our government is doing in our name and with our money. This training is free and open to any member of the public who wishes to learn about Ohio's Sunshine Laws.

In accordance with Ohio Revised Code 109.43, all elected officials in Ohio, or an appropriate designee of the elected official's choosing, are required to complete three hours of Sunshine Laws training once during each term in office. Completion of the full three-hour series satisfies this requirement. Completion of the series is also certified for three hours of Continuing Legal Education for Ohio attorneys. (When registering for an account, attorneys should include their Ohio Supreme Court bar number to obtain CLE credit.)

The three-hour training is divided into five parts.

- Part 1: Includes a *required* Designee Form. If you are the designee taking the training on behalf of one or more elected officials, please complete the Designee Form to let us know. On the form, please indicate the names of the elected officials on whose behalf you are taking the training.
- Part 5: Includes a *required* Training Evaluation Form you must submit to complete the training.

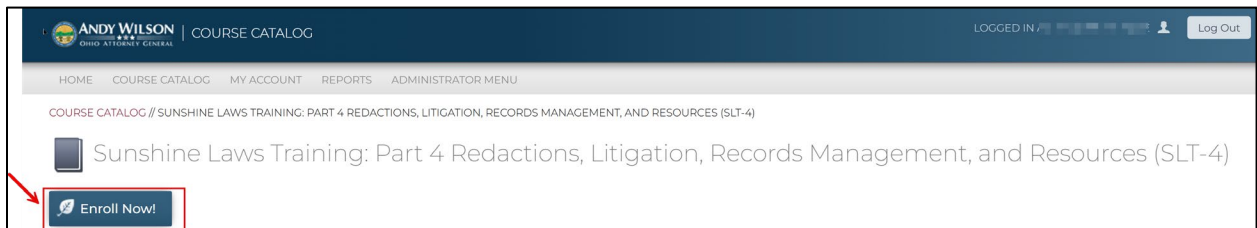
All five parts must be marked "complete" in the system to constitute training completion. After completing all five parts of the training - including the forms listed above - the system will generate a completion certificate (found under "My Account").

Sub-Catalogs (0) Courses (5)

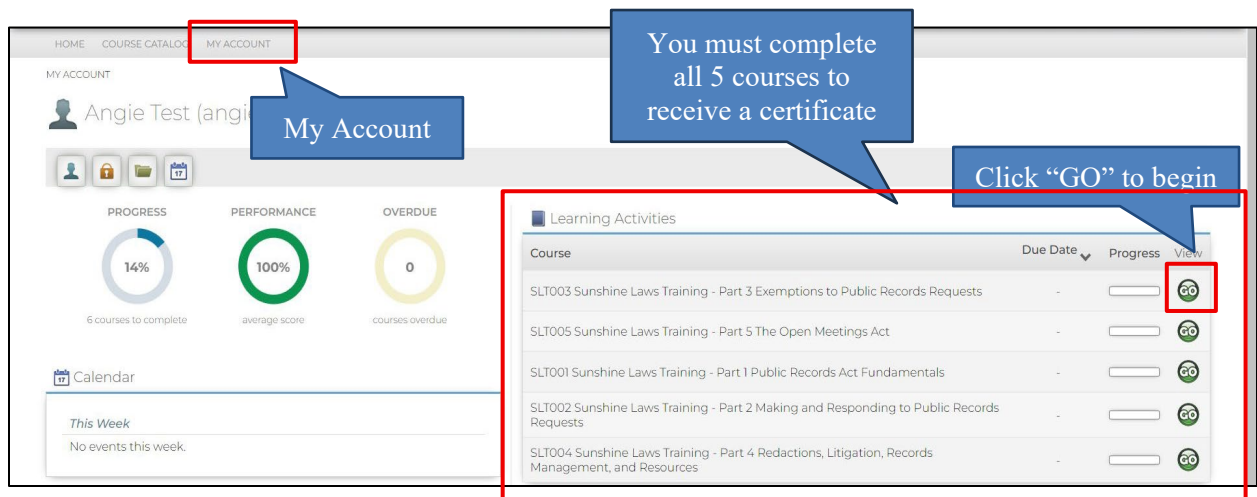
SLT-1 - Sunshine Laws Training: Part 1 Public Records Act Fundamentals
Part 1 explains the fundamental concepts of Ohio's Public Records Act and the important terms and definitions under the Act, including what is a "public record," what is a "public office," and when is a record "kept by" a public office. If you are the designee taking the training on behalf of one or more elected officials.

SLT-2R - Sunshine Laws Training: Part 2 Records Requests
Part 2 looks at what makes a request a proper and enforceable request, as well as the obligations of a public office when responding to a request, including whether and when an office can charge a requester.

- From the course screen, select **“Enroll Now!”** Remember you must enroll in and complete each of the 5 courses to receive a certificate.



- After enrolling in all 5 courses, select **“My Account”** to see all the courses you are enrolled in. From here, click the **“GO”** button to launch the course. Once you have launched the course follow all the prompts carefully. If you navigate away from the viewer prior to being prompted, you may need to rewatch the video.





8. After you click “GO” it will take you to the course page.

IMPORTANT: Parts 1 and 5 consist of two lessons. **Both lessons are required to complete these portions of the training.**

- Part 1 includes a **Designee Form** for the Sunshine Laws Training, and;
- Part 5 includes the **Training Evaluation Form**. (Both pictured below.)

ANDY WILSON OHIO ATTORNEY GENERAL | MY ACCOUNT

LOGGED IN AS [User Name] | Log Out

HOME COURSE CATALOG MY ACCOUNT

MY ACCOUNT // LEARNING ACTIVITIES // SUNSHINE LAWS TRAINING: PART 1 PUBLIC RECORDS ACT FUNDAMENTALS (SLT-1)

Sunshine Laws Training: Part 1 Public Records Act Fundamentals (SLT-1)

Enrolled

Part 1 explains the fundamental concepts of Ohio's Public Records Act and the important terms and definitions under the Act, including what is a "public record," what is a "public office," and when is a record "kept by" a public office.

This module includes a required Designee Form. If you are the designee taking the training on behalf of one or more elected officials, list the names of the elected officials on whose behalf you are taking the training. *You must submit this form to complete Part 1 of the training.*

Estimated Length: 27 minute(s)

Learning Activities

Title	Status	Score	Action
1. Public Records Act Fundamentals	Not Attempted	-	
2. Designee Form for Sunshine Laws Training	Not Attempted	-	

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MY ACCOUNT // LEARNING ACTIVITIES // SUNSHINE LAWS TRAINING: PART 5 THE OPEN MEETINGS ACT (SLT-5)

Sunshine Laws Training: Part 5 The Open Meetings Act (SLT-5)

Enrolled

Part 5 examines Ohio's Open Meetings Act, beginning with the important terms and definitions under the Act, such as what is a "public body" and what is a "meeting." The module also discusses the obligations of public bodies that are subject to the Open Meeting Act, as well as when a public body is allowed to convene in executive session. Last, the module explains the consequences of not complying with the Open Meetings Act, including litigation and legal remedies.

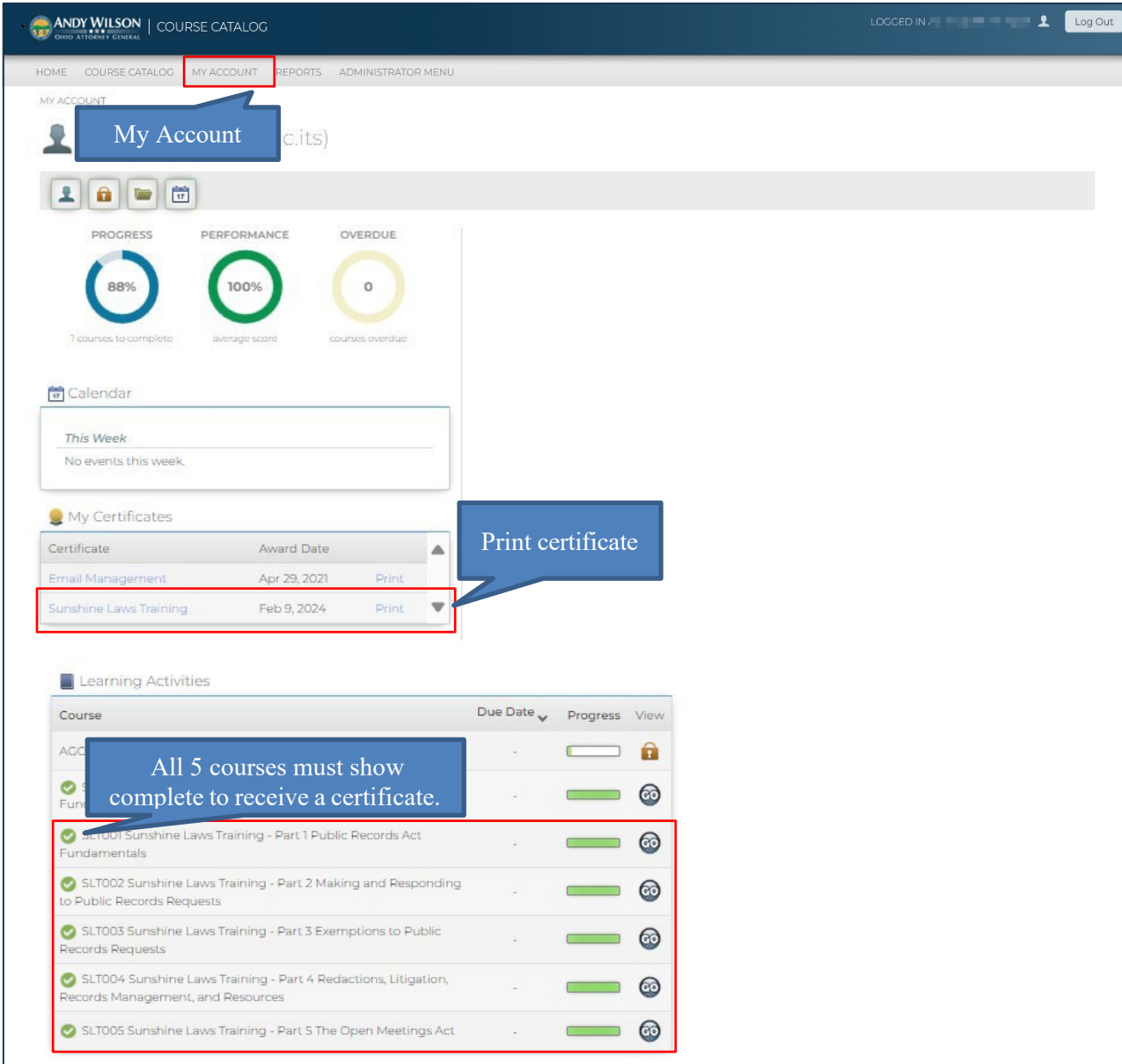
Part 5 includes a required Training Evaluation Form you must submit to complete the training.

Estimated Length: 33 minute(s)

Learning Activities

Title	Status	Score	Action
1. The Open Meetings Act	Not Attempted	-	
2. Training Evaluation Form	Not Attempted	-	

9. **“My Account”** shows enrollments and progress and allows you to print a certificate after successfully completing all 5 of the courses required.



The screenshot shows the 'My Account' dashboard with the following sections:

- Progress:** 88% (1 courses to complete)
- Performance:** 100% (average score)
- Overdue:** 0 (courses overdue)
- Calendar:** No events this week.
- My Certificates:**

Certificate	Award Date	
Email Management	Apr 29, 2021	Print
Sunshine Laws Training	Feb 9, 2024	Print
- Learning Activities:**

Course	Due Date	Progress	View
ACC...	-	<div style="width: 0%;"></div>	🔒
Fun...	-	<div style="width: 100%;"></div>	🔒
SLT001 Sunshine Laws Training - Part 1 Public Records Act Fundamentals	-	<div style="width: 100%;"></div>	🔒
SLT002 Sunshine Laws Training - Part 2 Making and Responding to Public Records Requests	-	<div style="width: 100%;"></div>	🔒
SLT003 Sunshine Laws Training - Part 3 Exemptions to Public Records Requests	-	<div style="width: 100%;"></div>	🔒
SLT004 Sunshine Laws Training - Part 4 Redactions, Litigation, Records Management, and Resources	-	<div style="width: 100%;"></div>	🔒
SLT005 Sunshine Laws Training - Part 5 The Open Meetings Act	-	<div style="width: 100%;"></div>	🔒

Questions?

If you have any technical questions, please contact the Ohio Attorney General’s Client Service Team at 614-387-7644 or email ITSupport@ohioago.gov

If you have questions regarding the content or information provided in the training, please contact the Public Records Unit at 614-466-2872 or email Sunshine@OhioAGO.gov.