



## 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”.

YOU ARE NOT LOGGED IN [Log In](#)

HOME COURSE CATALOG

### Ohio Attorney General Training Portal

Welcome to the Ohio Attorney General Training

**LOGIN**

Username:

Password (case-sensitive):

**Log In**

To create an account, [register here](#).

[I forgot my password.](#)

Register for an account

3. 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**”.

CREATE AN ACCOUNT

City:  State/Province:  Postal Code:

Country:

Phone Number(s): Primary Phone:

\* ORI Number:   
• ORI Number (required for OHLE...  
• \*if not applicable enter NA.

Ohio Supreme Court Bar Number:   
• (Ohio Sunshine Law Training only): Enter Attorney Ohio Registration Number for CLE credit.  
• \*if not applicable enter NA.

**Create Account** **Cancel**

Enter Ohio Supreme Court bar # for CLE credit



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

DAVE YOST | COURSE CATALOG

LOGGED IN AS ANGIE TEST | Log Out

HOME COURSE CATALOG MY ACCOUNT

COURSE CATALOG

Course Catalog

Search the course catalog

Catalogs (4) Courses (0)

Catalog: 1075 Compliance Training  
Courses: 1  
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...  
Courses: 10  
The Ohio School Threat Assessment Training course is being offered by the Ohio Department of Education and the Ohio Attorney General's Office and meets the requirements outlined in the Ohio Department of Education's policy. There will be a certificate that can be printed for 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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HOME COURSE CATALOG MY ACCOUNT

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)

SLT001 - 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 how to request records on behalf of one's office. You must submit the Designee Form to indicate whether or not you are the designee taking the training on behalf of one or more elected officials.

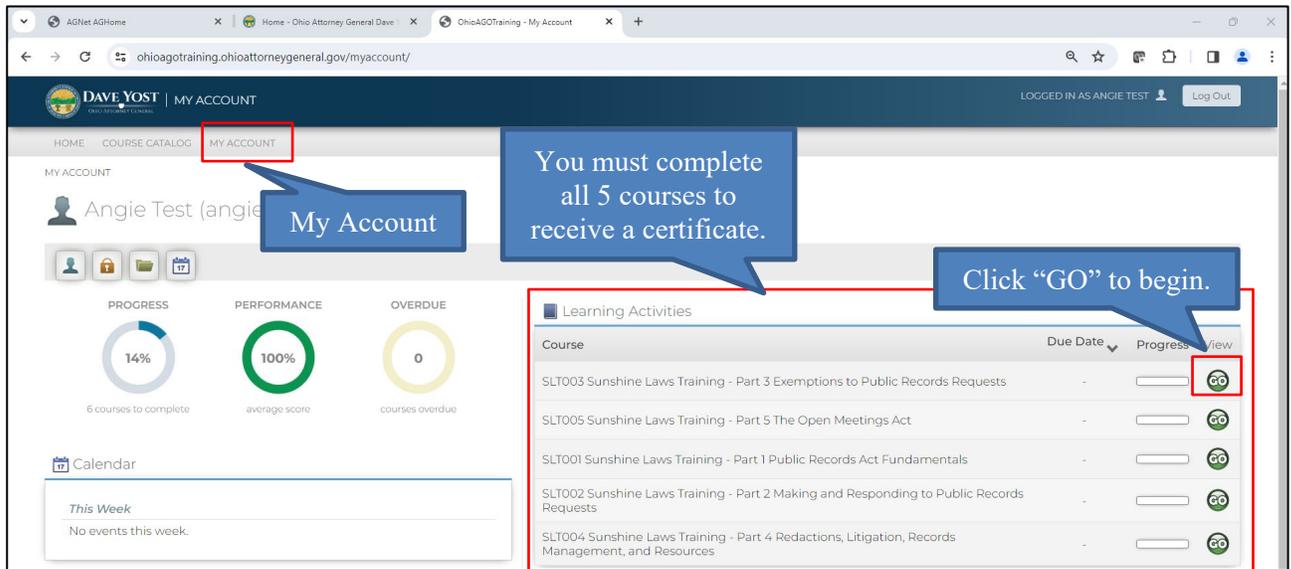
SLT002 - Sunshine Laws Training - Part 2 Making and Responding to Public Records Requests



- 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. You will see that 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.)

DAVE YOST | MY ACCOUNT LOGGED IN AS ANGIE TEST [Log Out](#)

HOME COURSE CATALOG MY ACCOUNT

MY ACCOUNT / LEARNING ACTIVITIES / SUNSHINE LAWS TRAINING - PART 1 PUBLIC RECORDS ACT FUNDAMENTALS (SLT001)

### Sunshine Laws Training - Part 1 Public Records Act Fundamentals (SLT001)

**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	-	

*Note: A blue callout box points to the 'GO' buttons in the table, stating: "You must take both lessons to complete Part 1."*

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HOME COURSE CATALOG MY ACCOUNT

MY ACCOUNT / LEARNING ACTIVITIES / SUNSHINE LAWS TRAINING - PART 5 THE OPEN MEETINGS ACT (SLT005)

### Sunshine Laws Training - Part 5 The Open Meetings Act (SLT005)

**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.

**This module 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	-	

*Note: A blue callout box points to the 'GO' buttons in the table, stating: "You must take both lessons to complete Part 5."*



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 displays the 'My Account' dashboard. At the top, there is a navigation bar with 'HOME', 'COURSE CATALOG', and 'MY ACCOUNT' (highlighted with a red box). Below this, the user's name 'Angie Crandall' is visible. The dashboard features three progress indicators: 'PROGRESS' at 88% (1 course to complete), 'PERFORMANCE' at 100% (average score), and 'OVERDUE' at 0 (courses overdue). A 'Calendar' section shows 'No events this week'. The 'My Certificates' section contains a table with columns for 'Certificate', 'Award Date', and 'Print'. The 'Sunshine Laws Training' certificate, awarded on Feb 9, 2024, is highlighted with a red box and a blue callout bubble that says 'Print certificate'. Below this is the 'Learning Activities' section, which lists five courses, all marked as complete with green checkmarks and progress bars. A blue callout bubble points to these courses, stating 'All 5 courses must show complete to receive a certificate.' The courses listed are: SLT001 Sunshine Laws Training - Part 1 Public Records Act Fundamentals, SLT002 Sunshine Laws Training - Part 2 Making and Responding to Public Records Requests, SLT003 Sunshine Laws Training - Part 3 Exemptions to Public Records Requests, SLT004 Sunshine Laws Training - Part 4 Redactions, Litigation, Records Management, and Resources, and SLT005 Sunshine Laws Training - Part 5 The Open Meetings Act.

## Questions?

If you have any technical questions, please contact the Ohio Attorney General’s Client Service Team at 614-387-7644 or email [ITSSupport@ohioattorneygeneral.gov](mailto:ITSSupport@ohioattorneygeneral.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](mailto:Sunshine@OhioAGO.gov).