

Ohio State Bar Association

Administrative Agency Law

Attorney Information and Standards



**Accredited by the
Supreme Court Commission
on Certification of Attorneys as Specialists**

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ATTORNEY INFORMATION & STANDARDS

Ohio State Bar Association

Specialty Certification

Administrative Agency Law

SECTION 1: INTRODUCTION & POLICY STATEMENTS

1.1 Introduction

The Ohio State Bar Association Administrative Agency Law Specialty Certification Program is accredited by the Ohio Supreme Court Commission on Certification of Attorneys as Specialists (CCAS).

This document outlines the Standards by which the OSBA will certify attorneys as specialists in the field of Administrative Agency law. These Standards will ensure that an attorney Certified under this program possesses an enhanced level of skill and expertise as well as substantial involvement in Administrative Agency Law. These Standards are further designed to foster professional development and expertise and to enable the Association to thoroughly evaluate the credentials of attorneys seeking Certification.

Finally, the ultimate function and most important goal of these standards is to facilitate public access to appropriate legal services.

1.2 Nondiscrimination Statement

The OSBA Administrative Agency Law Specialty Board Certification Program does not discriminate against lawyers seeking Certification on the basis of race, color, national origin, religion, gender, sexual orientation, disability or age. Experience requirements for lawyers seeking Certification that may have an effect on a particular age group are reasonable.

1.3 Organization Statement

The OSBA, founded in 1880, is a voluntary professional association open to any person who has been admitted to the practice of law, law school students and legal assistants sponsored by an OSBA member.

From the date of its founding until today, the Association's working goals have been to:

- advance the science of jurisprudence;
- promote improvements of the law and administration of justice;
- uphold integrity, honor and courtesy in the legal profession and encourage and enforce adherence to high standards of professional conduct;
- take positions on matters of public interest as deemed advisable;
- encourage thorough legal education;
- cultivate cordial relations among members of the Bar; and
- perpetuate the history of the profession and the Association.

SECTION 2: DEFINITIONS

2.1 As used in these Standards:

- (A) “Applicant” -- An attorney applying to be certified as a specialist under these Standards.
- (B) “Application form” -- The form created and/or approved by the Association, the Specialization Committee and/or the Specialty Board, as may be applicable, that is used to apply for certification under these Standards.
- (C) “Association or OSBA” -- The Ohio State Bar Association.
- (D) “Certified/Certification” -- The result of an applicant successfully completing the application or re-application process under these Standards.
- (E) “Commission” -- The Supreme Court Commission created by Section 2 of Rule XIV of the Supreme Court Rules of the Government of the Bar of Ohio.
- (F) “Administrative Agency Law” -- The practice of law that involves the activities of agencies at the local, state and federal levels, including, but not limited to: licensing, regulation and government benefits. For purposes of this certification, it includes matters involving the Ohio Administrative Agency Procedure Act (RC Chapter 119), local government Administrative Agency matters governed by RC Chapter 2506, and proceedings pursuant to the federal Administrative Agency Procedures Act. It also includes, without limitation, the representation of clients before Administrative Agency agencies, the practice of law within those agencies, and Administrative Agency/judicial proceedings involving those agencies.
- (G) “Recommendation form” -- The form created and/or approved by the Association, the Specialization Committee, and/or the Specialty Board, as may be applicable, that is to be provided to designated third parties to recommend an applicant for certification.
- (H) “Specialty Board” -- The Board appointed by the Association’s president upon the recommendation of the chair of the Administrative Law Committee pursuant to Section 4 of the Standards.
- (I) “Standards” -- The criteria that determines whether an applicant will or will not be certified as a specialist in the field of Administrative Agency Law.
- (J) “The Administrative Law Committee” -- The Administrative Law Committee of the Ohio State Bar Association.

SECTION 3: AUTHORITY

- 3.1 The authority to grant, revoke, or re-grant certification in the field of Administrative Agency law is vested in the Association and as also may be delegated to the Specialization Committee, and to the Administrative Law Committee and its Specialty Board.
- 3.2 No provision contained herein shall in any way limit the right of an attorney certified as specializing in the field of Administrative Agency Law to practice law in any other field or to act as counsel in any other type of legal matter. Any attorney, alone or in association with any other attorney(s), shall have the right to practice in all fields of law, even though he or she is certified as specializing in the field of Administrative Agency Law.
- 3.3 Further, no attorney shall be required to be certified as specializing in the field of Administrative Agency Law before he or she can practice law in such field of law or act as counsel in any particular type of administrative law matter. Any attorney, alone or in association with any other attorney(s), shall have the right to practice in the field of Administrative Agency law and to act as counsel in every type of administrative law matter, even if he or she is not certified as being specialized under the Standards.

SECTION 4: CREATION OF THE SPECIALTY BOARD

4.1 There is created an Administrative Agency Law Specialty Board attached to the Administrative Law Committee. The purpose of the Specialty Board is, with the staff and financial assistance of the Association, to oversee the administration of the Standards.

4.2 The Specialty Board is to be composed of between eight (8) and twelve (12) individuals, the majority of whom will be attorneys generally recognized as experts in the field of Administrative Agency Law. The initial composition of the Specialty Board is to be of four (4) members chosen to serve a two (2) year term, four (4) members chosen to serve a three (3) year term, and with any remaining members chosen to serve a six (6) year term. Thereafter, each member will serve a term of six (6) years and must be an OSBA Certified Specialist in Administrative Agency Law or an academic. Board members will be appointed by the OSBA president upon the recommendation of the chair of the OSBA Administrative Law Committee and the Chair of the Administrative Agency Law Specialty Board. The chair of the OSBA Administrative Law Committee shall be an ex-officio member of the Specialty Board.

4.3 All Specialty Board members serve on a volunteer basis, without pay, and are not considered to be employees of the Association, or the Specialty Board.

4.4 A member of the Specialty Board does not have to be a member of the Administrative Law Committee or of any other committee or section, but must be an OSBA member.

4.5 No member of the Specialty Board may be initially certified under the Standards unless they have been off the Specialty Board for a period of one testing cycle.

4.6 A member of the Specialty Board may be removed during his or her term by a two-thirds affirmative vote of the other members of the Specialty Board for just cause, such as neglect of duty. A Specialty Board member is entitled to a hearing before the Specialty Board prior to his or her removal, and an appeal may be taken within sixty (60) days after any such removal to an Independent Review Panel.

4.7 The Specialty Board shall determine its own meeting and related schedules and its own internal procedures.

SECTION 5: CERTIFICATION REQUIREMENTS

An applicant for certification as a specialist in the field of Administrative Agency Law must be an attorney licensed to practice law in the State of Ohio and in good standing and, in addition, must meet the following mandatory requirements as of the date of the filing of the application:

5.1 **Substantial Involvement.** Certification applicants must show substantial involvement and special competence in Administrative Agency Law practice, by providing such information as may be required by the Board.

A. Certification applicants must show that they have practiced law for five (5) years and that they have devoted a minimum of 624 hours annually (30% of a normal, full-time practice of 2080 hours or a part-time practice in which at least 624 hours annually are devoted to the practice of Administrative Agency Law) throughout the three (3) year period immediately preceding their application to practicing Administrative Agency Law, as defined in the Requirements for Administrative Agency Law certification.

- B. Certification applicants must show their substantial involvement and special competence in Administrative Agency Law, at the municipal, county, state and/or federal level, during their full or part-time practice. Involvement and special competence shall be demonstrated in such manner as to adequately inform the Board. By way of example, and not to exclude other methods, the applicant may demonstrate such involvement and special competence by showing that they have:
1. had primary responsibility (as a hearing examiner/officer/ALJ, lead Respondent's counsel, or lead agency counsel) in:
 - a. contested case hearings before administrative agencies; or
 - b. proceedings involving the judicial review of agency orders under Revised Code Chapter 119, Revised Code Chapter 2506, under the Federal Administrative Procedure Act and/or other adjudicatory hearings conducted in accordance with the Ohio Revised Code or the Ohio Administrative Code; or
 2. had primary responsibility in rulemaking proceedings at the municipal, county, state or federal level, including petitioning for rules, drafting rules, preparing comments or testifying on behalf of a client concerning proposed agency rules, and/or seeking judicial or legislative review of final rules; or
 3. had primary responsibility for client counseling as agency counsel (either in-house at an agency or in the attorney general's office) or as a private practitioner in substantial legal matters dealing with, for example, the necessity of obtaining permits or licenses, application of a statutory exemption, the interpretation of agency requirements or statutory authority, compliance with Open Meetings or Open Records Acts; or
 4. had primary responsibility for drafting and filing with an agency and/or reviewing for an agency Freedom of Information Act (FOIA), Privacy Act, public records and/or Personal Information Systems Act requests to federal, state or local agencies; or
 5. conducted agency investigations, resulting in formal charges by an agency and drafting such formal charges; or
 6. provided testimony or other in-person advocacy on behalf of an agency or a private client before a legislative body;
 7. experience or engagement as administrative law professor or judge. Please specifically describe;
 8. demonstrated to be an attorney who is eminently qualified and has other substantial experience in the field of Administrative Agency Law due to unusual or exceptional experience.

5.2 Specialists Who Become Judges: No sitting, full-time judge or magistrate may represent or hold the judge's or magistrate's self out as a certified specialist nor may any Accrediting Organization represent or hold out a sitting, full-time judge or magistrate as a specialist. When a certified specialist assumes a position of sitting, full-time judge or magistrate, the date on which the specialist's certification would otherwise expire shall be noted by the Accrediting Organization. If the specialist's tenure as a sitting, full-time judge or magistrate concludes before that expiration date, and provided the specialist has in the interim continued to satisfy the continuing legal education requirements of Gov. Bar R. XIV, the judge's or magistrate's certification may resume upon request, subject to any reasonable requirements of the Accrediting Organization, and continue until the next expiration date.

5.3 **Peer Review/Recommendations:** The applicant must submit with his or her application for certification, the names of seven (7) separate individual references, none of which may be related to or associated with the applicant in the practice of law by way of partnership or any other professional association. The OSBA will forward the appropriate recommendation forms to the seven (7) references. A minimum of five (5) completed reference forms must be returned to the OSBA for the application to be considered complete. If more than five (5) references are returned to the OSBA, the board may consider all of the references completed and returned. Persons recommending applicants for specialty certification must themselves demonstrate a familiarity with the competence of the applicant in the field of Administrative Agency law. References must come from attorneys already certified in Administrative Agency law, sitting judges, magistrates or from an attorney who meets the “substantial involvement” requirement and who are familiar with the applicant’s competency in the specialty. The Specialty Board reserves the right to reject recommendations and request additional recommendations not listed by the applicant. The recommendations in regard to thereto shall be forms created by the Association, or Specialty Board for such purposes.

5.4 **Written Examination:** The applicant seeking certification must pass a written examination of suitable length and complexity for the field of Administrative Agency Law, which is a technical and specialized branch of Constitutional Law. The examination shall test the knowledge and skills of the substantive and procedural aspects of Administrative Agency Law, and include professional responsibility and ethics as they relate to Administrative Agency Law. Topics covered include, but are not limited to: federal topics, including the Administrative Procedures Act for both rulemaking and adjudication, the Privacy Act, the Freedom of Information Act, the Sunshine Act and Constitutional Law; state topics, including Revised Code Chapter 119 for both rule making and adjudication, RC Chapter 4745 Standard License Renewal Procedure; Sunshine Laws (public records and open meetings); State of Ohio government structure and function; ; Ohio Constitutional Law; Judicial Review; political subdivision decision making and review, including RC Chapter 2506, zoning, and home rule; other topics, including advocacy techniques, investigatory techniques, appellate advocacy effecting administrative cases, parallel criminal, civil and administrative proceedings, special statutory proceedings (i.e. mandamus, declaratory judgment), evidence, state legislative procedures, regulation of public officials and lobbyists and public administration.

The examination will be prepared and graded under the authority of an independent testing service selected by and retained by the Association, in consultation with an independent third party, not a member of the Specialty Board or any of the Association’s committees or sections.

5.5 **Certificates of Good Standing & Liability Coverage:** The applicant seeking certification shall furnish satisfactory evidence that:

- a. The lawyer is active and in good standing pursuant to Gov. R. VI of the Supreme Court of Ohio, and the lawyer’s fitness to practice is not in question by virtue of disciplinary action in Ohio or in another state;
- b. Coverage by professional liability insurance continually maintained through a reputable company that is admitted in Ohio, in an amount not less than Five Hundred Thousand Dollars (\$500,000) per loss;
- c. The lawyer has demonstrated the ability to pay all claims that fall within the deductible amount selected by the attorney under the insurance policy.

Professional liability insurance will not be required of those lawyers who

- (i) can demonstrate to the OSBA’s satisfaction that the lawyer’s practice relationship with the lawyer’s clients will fully cover any professional liability claim made

- against the lawyer in an amount not less than five hundred thousand dollars (\$500,000) per loss.
- (ii) are employed by an entity, other than a law firm, whose sole professional practice is for that entity;
- (iii) are employed by a governmental entity which would be immune from liability claims.

The lawyer shall notify the OSBA immediately of any cancellation or change in coverage.

5.6 **Disciplinary Action:**

- a. Applicants for certification or recertification shall furnish satisfactory evidence of their fitness to practice and good standing with the Ohio Supreme Court.
- b. When filing an initial application or application for recertification, the applicant shall disclose to the appropriate Ohio State Bar Association Specialty Board any disciplinary action taken against the applicant by the Supreme Court of Ohio; any federal or state administrative agency, or other agencies of competent jurisdiction.
 - The applicant shall disclose to the Ohio State Bar Association Specialty Board any pending or prior malpractice complaint, judgment, settlement or admission of malpractice. Each matter involving a civil suit must contain a copy of the complaint, answer and final judgment entry. Each settlement or admission of malpractice must contain a description of the underlying claim of malpractice and how the claim was resolved.
 - The applicant shall disclose to the Ohio State Bar Association Specialty Board any felony conviction that arose after the date the attorney was admitted to the practice of law. Applicant must provide a copy of the indictment or bill of information, order of conviction and sentence.

Failure to disclose such information is a material misrepresentation and may cause rejection or decertification.

- c. Applicant need not disclose disciplinary complaints that were closed or dismissed without discipline, but applicant must disclose any pending disciplinary matters in Ohio or another state.
- d. An attorney must immediately report any discipline by the Supreme Court of Ohio; any federal or state administrative agency, other agencies of competent jurisdiction or is deemed no longer in “good standing” with the Supreme Court of Ohio during any time during which they are certified.
- e. Failure to maintain good standing with the Supreme Court of Ohio shall result in immediate decertification as a specialist.

5.7 Continuing Legal Education: An applicant shall have completed a minimum of thirty-six (36) hours of continuing legal education in the three-year period preceding his or her application and thereafter twelve (12) hours every two (2) years of certification that are in the field of Administrative Agency law. “Basic” and “introductory” courses will not qualify, however, speaking at such courses will qualify. Courses/seminars must meet the requirements of Rule X of the Rules of the Government of the Bar. Applicants must include a copy of their CLE transcript with their application for certification and must include proof of attendance of all courses not listed on the transcript. The Specialty Board will qualify continuing legal education hours for the purpose of this section that are consistent with Section 4(I) of the Supreme Court Commission’s Standards. Eligible courses will include courses which are intermediate to advanced in nature and are in Administrative Agency law as defined in Section 2.1 (F) of these Standards.

However, since Administrative Agency Law is primarily procedural in nature, practitioners may utilize not more than 50% of the required CLE in any one substantive area of Administrative Agency Law practice. For example, an applicant who practices Administrative Agency Law primarily in the substantive field of public utilities may utilize intermediate and advanced CLE in that topic to fulfill up to 18 of the required 36 hours initially and 6 of the required 12 hours during every two years. Professional Conduct will not qualify unless part of an approved Administrative Agency Law CLE program.

SECTION 6: DUTY TO SUBMIT ANNUAL REPORT, ANNUAL FEE

6.1 Certification: An applicant for certification will be deemed certified as a specialist in the field of Administrative Agency Law upon the successful completion of the requirements herein and the affirmative decision of the majority of the members of the Specialty Board. The certification will be effective on the January 1st following the Specialty Board’s decision approving an applicant’s certification. Any applicant denied certification at any stage of the process may appeal the denial under the procedures set forth in these Standards under Section 10: Appeals Procedure. Notwithstanding such procedures, an applicant may also bring a clerical or related error to the Specialty Board’s attention within thirty (30) days of the issuance of notice to the applicant of the complained of action allegedly caused by a clerical or like error.

6.2 Annual Report: Any attorney certified under the Standards must, in order to maintain his or her certification, annually report by way of affidavit, or upon a form that may later be created for such purpose, that there have been no material changes in the information submitted in the attorney’s application for certification. If there have been material changes, then such changes must be detailed on a form to the Administrative Agency Law Specialty Board. Further, the certified attorney must show that, in addition to the requirements of Rule X, he or she has completed twelve (12) hours of continuing legal education every two years of certification, with the continuing education hours meeting the criteria set forth in Section 5.7 herein.

Said affidavit or form is due to be filed with the Specialty Board, or the Association, as may be determined, between October 1st and December 1st of each year that an attorney is certified under these Standards. Annual reports must be accompanied by annual fees as established by the fee schedule of the OSBA, section 9 hereof. The Specialty Board, by an affirmative vote of the majority of its members, may de-certify an attorney previously certified under the Standards if material changes reported on the affidavit or form, or that may otherwise come to the Specialty Board’s attention, are such that the attorney involved would no longer be qualified for certification or re-certification under the Standards. Any attorney so de-certified may request reconsideration and, if denied, appeal such de-certification pursuant to the procedures outlined by these Standards under Section 10: Appeals Procedure. or any such subcommittee thereof convened for such purposes.

Any attorney certified under the Standards who has his or her license to practice law in the State of Ohio revoked or suspended shall automatically be deemed de-certified as of the date of said revocation or suspension without regard for the procedures listed in the foregoing paragraph. Upon any later

reinstatement of the license to practice law in the State of Ohio, such reinstated attorney would be eligible to reapply for certification under the Standards.

SECTION 7: CERTIFICATION PERIOD AND RE-CERTIFICATION

7.1 The certification period under these Standards is a period of six years.

7.2 In the calendar year preceding the expiration date of an attorney's certification under these standards, hereinafter referred to as "the calendar year", an attorney certified under the standards must apply for recertification under the same criteria as set forth in Section 5 hereof, with the exception of sub-section 5.4 (written examination) and provided that the CLE criteria shall be as set forth in Section 6.2 hereof. Applications for recertification shall be available between October 1st and December 1st of the calendar year. If a full and complete application is not completed by December 31 of the calendar year, the applicant shall be decertified, and must apply for recertification under the same criteria as set forth in Section 5 hereof including the written examination.

(a) A certified specialist may exempt from the requirements of Section 6.2 & Section 7 of these standards in the event of a severe, prolonged illness or disability that prevents the specialist from participating in accredited continuing legal education programs and activities and in the requirements for certification renewal established by the Commission and the OSBA as follows:

(1) Before the deadline for recertification, the lawyer shows, by a preponderance of the evidence and to the satisfaction of the certifying organization, that completing the requirements for recertification presents an extreme hardship and that recertification is significantly more difficult as a result of the severe, prolonged illness or disability;

(2) After the deadline for recertification, the lawyer shows, by a preponderance of the evidence and to the satisfaction of the certifying organization, that completing the requirements for recertification presented an extreme hardship, that recertification was significantly more difficult as a result of the severe, prolonged illness or disability, and that there exists an adequate explanation as to why the lawyer did not seek exemption prior to the end of the lawyer's certification period.

(3) The duration of an exemption granted pursuant to Section 7.2 (a) of this section shall be dependent upon the severity of the lawyer's illness or disability and may be limited, as determined by the OSBA and the specialty board.

SECTION 8: ADOPTION AND AMENDMENT

8.1 These Standards were effective upon the approval thereof by the Association's Board of Governors and the Supreme Court Commission.

8.2 The power to amend these Standards is vested in the Administrative Agency Law Specialty Board, subject only to review and approval by the OSBA the Association's Board of Governors, and/or the Commission.

8.3 The Standards further incorporate any further rules or regulations that the Commission may later issue as to the creation of a specialty plan or a specialty board. Any language in these Standards that is contrary to any provisions of any Commission future rules or regulations is deemed to be null and void and is to be replaced by such contrary language, subject only to the Administrative Law Committee's decision to withdraw its Plan of Specialization.

SECTION 9: FEES

- 9.1 **Application fee:** Applicants must submit a one-time non-refundable application fee:
- | | |
|--------------|-------|
| OSBA member: | \$250 |
| Non-members: | \$300 |
- 9.2 **Exam fee:** Applicants must pay a non-refundable exam fee each time the exam is administered:
- | | |
|---------------|-------|
| OSBA members: | \$225 |
| Non-members: | \$275 |
- 9.3 **Annual reporting fee:** Applicants must pay a non-refundable annual reporting fee each year after certification of:
- | | |
|--------------|-------|
| OSBA member: | \$125 |
| Non-member: | \$175 |
- 9.4 **Re-certification fee:** Applicant must pay a non-refundable recertification fee of:
- | | |
|---------------|-------|
| OSBA members: | \$200 |
| Non-member: | \$250 |

SECTION 10: APPEALS PROCEDURE

- 10.1 **Notice of Action.** An applicant who is denied certification, or a specialist who is denied recertification, will be notified by registered or certified mail sent to the lawyer's last known address of the OSBA Specialty Board's ("Board") decision ("Notice"). The reasons for the Board's action shall be set forth in that Notice. The Notice shall advise the lawyer that he or she may file, within 30 days of the receipt of the Notice, a Request for Reconsideration of the Board's decision.
- 10.2 **Reconsideration.** The Request for Reconsideration shall include any additional information or supporting material that the lawyer believes will help the Board in its reconsideration of the initial decision. The Board's decision shall be reconsidered by the entire Board or a committee of the Board appointed by the chairperson.

The Board shall send the reconsideration decision in writing to the applicant or specialist by registered or certified mail within 45 days of the receipt of the Request for Reconsideration setting forth the reasons for the decision. The Board shall notify the applicant or specialist that he or she may, within 30 days of the receipt of the decision on Reconsideration, appeal in writing to an Independent Review Panel.

- 10.3 **Independent Review Panel.** If a request by an applicant or a specialist is made for an appeal to an Independent Review Panel, the chair of the OSBA Specialization Committee shall appoint a three-person Independent Review Panel. The Independent Review Panel shall include at least two persons whose practice is primarily in the same specialty area. When the subject of the appeals relates to a matter of substantive law, the entire Independent Review Panel shall be comprised of persons whose practice is primarily in the same specialty area. No member of the Review Panel shall have had previous involvement in considering the applicant's or specialist's applications.

- 10.4 **Hearing.** The hearing before the Independent Review Panel will be *de novo*. The Board may send a representative to the Independent Review Panel hearing. The Independent Review Panel may consider any relevant evidence, including hearsay, if it is the type of evidence upon which reasonable persons rely, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. The rules of privilege shall be effective to the same extent that they are recognized in civil actions. The Independent Review Panel may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

The Independent Review Panel shall report its findings, and decision to the Board. The Board shall notify the applicant or specialist of that decision by registered or certified mail sent to the lawyer's last known address.

The decision of the Independent Review Panel shall be final.

Adopted by the Board of Governors 2008

Amended by the Board of Governors December 12, 2014

Amended by the Board of Governors – February 16, 2018