

## PENDING ATTENDANCE INFORMATION

Unpaid pending attendance fees can cost you a lot of money. Pending Attendance is attendance that has not moved onto your compliance record and will not count toward your compliance unless and until the posting fee has been paid. These are fees for attendance hours that the course provider is not required to pay. Rule 21 requires attorneys to pay posting fees at the time the credits are reported to the Commission. (See Rule 21, Section 8.03) Nonpayment of pending attendance fees can cause the imposition of non-completion fees.

Do you have excess credits?? You can pay for some, all or none of the credits.

Unpaid course credits will appear on your online profile. Look for pending courses highlighted in red. (see screenshot below) When you have paid for the pending credits they will immediately move onto your compliance record. If you have multiple courses pending you must decide which courses you want credit for and pay for the number of hours you want for each of those courses. Remove any hours that you **DO NOT** want. Unpaid hours on your record will make you non-compliant. If you don't want ANY of the hours simply remove all of them using the instructions below. Commission staff cannot make that decision for you.

(**Note:** if you were assessed a \$100 Non-Completion fee the amount due shown on your compliance record will include the \$100 fee. You **must** contact the Commission to have the fee temporarily removed before your attendance will post. Fees will be reapplied. **Only timely reported courses attended before the 12/31 compliance deadline are eligible to have the non-completion fee permanently removed.**)

If your e-mail address is up to date, you will receive an e-mail notice alerting you when courses with unpaid fees are unable to be posted.

**To delete Pending Attendance** that you do not want to pay for:





1. Log in to the web-site and click the [Attendance]tab.
2. Click the ? icon next to the Pending Attendance record you want to remove.
3. Click the [Delete] button.

### Course Attendance Detail

Please review the information for accuracy. Click the course title for full information about the course.

- Courses shown in **red** have unpaid attendance credits.
- Click the ? icon by a course to make corrections to that attendance record
- [Report Missing Attendance](#)
- [Request Prior Years Attendance Report](#)

Attorney ID: 090000      Attorney Name: AReal Good Lawyer

Reported Attendance								
		<input type="button" value="Show Expired Only"/>	<input type="button" value="Show Unpaid Only"/>	<input type="button" value="Show All"/>	<input type="button" value="Pay Now"/>	 		
	Course Date	Course Title	Dual	E/P	Gen	Distance Learning	Fee Due	Expiration Date*
	01/01/1900	BALANCE FORWARD	0.00	0.00	0.00		(\$2.52)	
	01/01/2017	Bar Examiner Credit - Sister State	3.00	0.00	12.00	No	\$30.00	06-01-2018

### To pay for all Pending Attendance hours:

1. Log in to the web-site and click the [Attendance] tab.
2. Click the Pending Attendance record you want to pay for.
3. Click on Pay Now. Make sure you address any additional compliance fees.

### To pay for some but not all Pending Attendance hours:

1. Click on the ? icon next to the Pending Attendance record you will see the screen below.
2. Change the numbers shown to the number of hours that you want (you can only reduce the hours) and
3. Click the change button. You're done with the change. Now pay for the hours that you want. Make sure you address any additional compliance fees.

## Report Pending Attendance Error

If you do not wish to pay for and get credit for this attendance, click the [Delete] button.

If you prefer to pay and be credited for fewer hours than were reported, enter the hours you wish and click [Change]

If you decide not to make any changes, click [Cancel]

### Attendance Error Reporting

Course Title: **Bar Examiner Credit - Sister State**  
Course ID: **198088**  
Start Date: **01/01/2017**  
Location: **Nashville**  
Provider: **Tennessee Comm. on Continuing Legal Education**  
Report Date: **01/01/2017**

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	Reported Hours	Hours To Post
Dual Hours:	3.00	<input type="text" value="3.00"/>
E/P Hours:	0.00	<input type="text" value="0.00"/>
General Hours:	12.00	<input type="text" value="12.00"/>

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## CLETN – Extend Expiration of Pending Attendance

The CLETN website now allows Attorneys to review their expired Pending Attendance and “unexpire” it, enabling them to pay for it and have it added to their record. **It will remain unexpired for 2 days. You must act on the updated information within the 2 day time period.**

### Step 1 – (after logging in) Click [Attendance]

**Tennessee Commission on Continuing Legal Education and Specialization**

Home Courses Specialists Account **Attendance** Documents News FAQ Contact Tutorial Logout

**Attorney CLE Compliance Management**

cleTN.com CLE Compliance Management provides a secure area to manage or track your Tennessee MCLE compliance.

- Make changes to contact information
- Check CLE credits
- Obtain course attendance information
- Review and pay fees
- Search for accredited courses
- Review information and requirements for specialization

cleTN.com also provides Law Firms the ability to access attendance information for their attorneys and pay fees on their behalf. A L the ability to pay attorney fees only if the attorney grants the permission. Click the following link for more information [About Law Fi](#)

**Need Help? Click a link to View/Download a Tutorial**

After clicking link, click [Save a Copy] on the Adobe tool bar to save a copy.

[How to Make an Online Payment](#)

**View/Download Forms**

After clicking link, click [Save a Copy] on the Adobe tool bar to save a copy.

[Affidavit of Completion](#)

[Affidavit of Sole Authorship](#)

[Affidavit of Joint Authorship](#)

[Request for Out-of-State, On-Line and Other Unpaid Credits](#)

**Current Year, 2009 Summary**

	E/P	Gen
Required	3.00	12.00
Earned	0.00	0.00
Shortage	3.00	12.00

Earned hours includes .00 distance learning hours of the 8.00 maximum for the year.

Account Balance: (\$864.00)

**Contact Information**

Douglas Peter Connell  
1647 Antebellum Dr  
MURFREESBORO, TN 37128-0720  
Ph: () 337-4159  
mcletn@gmail.com

**LawFirm Information**

### Step 2 – Click [Show Expired Only]

**Tennessee Commission on Continuing Legal Education and Specialization**

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**Course Attendance Detail**

Please review the information for accuracy. Click the course title for full information about the course.

- Courses shown in **red** have unpaid attendance credits.
- Click the icon by a course to make corrections to that attendance record
- [Report Missing Attendance](#)
- [Request Prior Years Attendance Report](#)

Attorney ID: 012954      Attorney Name: Ned Jackson Coleman

**Reported Attendance**

**Show Expired Only**    Show Unpaid Only    Show All    Pay Now

Course Date	Course Title	Dual	E/P	Gen	Distance Learning	Fee Due	Expiration Date*
01/01/1900	BALANCE FORWARD	0.00	0.00	0.00		\$0.00	
01/01/2006	Carry Over Credits	0.00	0.00	3.00	No	\$0.00	
12/06/2006	Thirty-Fifth Annual Review Seminar	3.00	0.00	12.00	No	\$0.00	
12/31/2006	Carry Over Credits	0.00	0.00	-3.00	No	\$0.00	
01/01/2007	Carry Over Credits	0.00	0.00	3.00	No	\$0.00	
06/21/2007	Probate/General Sessions Court - current court procedures a...	0.00	0.00	1.00	No	\$0.00	
12/06/2007	Thirty-Sixth Annual Review Seminar	3.00	0.00	12.00	No	\$0.00	
12/31/2007	Carry Over Credits	0.00	0.00	-4.00	No	\$0.00	
01/01/2008	Carry Over Credits	0.00	0.00	4.00	No	\$0.00	
12/06/2008	Thirty-Seventh Annual Review Seminar	3.00	0.00	12.00	No	\$0.00	

### Step 3 - Click [?] next to Attendance you would like to Unexpire



#### Course Attendance Detail

Please review the information for accuracy. Click the course title for full information about the course.

- Courses shown in **red** have unpaid attendance credits.
- Click the **?** icon by a course to make corrections to that attendance record
- Report Missing Attendance
- Request Prior Years Attendance Report

Attorney ID: 012954

Attorney Name: Ned Jackson Coleman

Reported Attendance								
<input type="button" value="Show Expired Only"/>			<input type="button" value="Show Unpaid Only"/>			<input type="button" value="Show All"/>		
Course Date	Course Title	Dual	E/P	Gen	Distance Learning	Fee Due	Expiration Date*	
	2/31/2011	Turning the Tables - Bias Directed at Attorneys	1.00	0.00	0.00	Yes	\$2.00	03-02-2012
	2/31/2011	An Inside Look at Life Behind Bars	1.00	0.00	2.00	Yes	\$6.00	03-02-2012
	2/29/2011	Ethical Forms of Compensation	1.00	0.00	0.00	Yes	\$2.00	03-02-2012
	2/29/2011	Ethical Forms of Compensation	1.00	0.00	0.00	Yes	\$2.00	05-12-2012
	2/31/2011	An Inside Look at Life Behind Bars	1.00	0.00	2.00	Yes	\$6.00	05-12-2012
	2/31/2011	Turning the Tables - Bias Directed at Attorneys	1.00	0.00	0.00	Yes	\$2.00	05-12-2012

\*Once the Expiration Date is reached, the Pending Attendance entry is removed from your record. If you still wish to receive credit after it has expired, you will need to submit a new attendance report.

### Step 4 - click [Extend Expiration]



#### Extend Expired Pending Attendance

Clicking [Extend Expiration] will extend the expiration date of this Pending Attendance to 1/8/2013.

If you decide not to extend the expiration date, click [Cancel]

**Once expiration has been extended, you will have only 2 days before this attendance expires again. Please pay promptly to ensure that it is added to your record.**

Extend Expired Pending Attendance
Course Title: <b>Turning the Tables - Bias Directed at Attorneys</b>
Course ID: <b>102931</b>
Start Date: <b>01/01/2011</b>
Location: <b>online</b>
Provider: <b>Cape Education</b>
Report Date: <b>01/01/2011</b>
Dual Hours: <b>1.00</b>
E/P Hours: <b>0.00</b>
General Hours: <b>0.00</b>

## Step 5 - Confirm



### Extend Expired Pending Attendance

Clicking [Extend Expiration] will extend the expiration date of this Pending Attendance to 1/8/2013.

If you decide not to extend the expiration date, click [Cancel]

**Once expiration has been extended, you will have only 2 days before this attendance expires again. Please pay promptly to ensure that it is added to your record.**

**Extend Expired Pending Attendance**

Course Title: **Turning the Tables - Bias Directed at Attorneys**  
 Course ID: **102931**  
 Start Date: **01/01/2011**  
 Location: **online**  
 Provider: **Cape Education**  
 Report Date: **01/01/2011**  
 Dual Hours: **1.00**  
 E/P Hours: **0.00**  
 General Hours: **0.00**

Extend expiration date on this Pending Attendance record to 1/8/2013, are you sure?

## Result - Unexpired Pending Attendance

The attorney can now pay for the Pending Attendance record, and have it posted to his record.



### Course Attendance Detail

Please review the information for accuracy. Click the course title for full information about the course.

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- Report Missing Attendance
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Attorney ID: 012954

Attorney Name: Ned Jackson Coleman

Reported Attendance								
<input type="button" value="Show Expired Only"/> <input type="button" value="Show Unpaid Only"/> <input type="button" value="Show All"/> <input type="button" value="Pay Now"/>								
Course Date	Course Title	Dual	E/P	Gen	Distance Learning	Fee Due	Expiration Date*	
01/01/1900	BALANCE FORWARD	0.00	0.00	0.00		\$0.00		
12/31/2011	Turning the Tables - Bias Directed at Attorneys	1.00	0.00	0.00	Yes	\$2.00	01-08-2013	
01/01/2006	Carry Over Credits	0.00	0.00	3.00	No	\$0.00		
12/06/2006	Thirty-Fifth Annual Review Seminar	3.00	0.00	12.00	No	\$0.00		
12/31/2006	Carry Over Credits	0.00	0.00	-3.00	No	\$0.00		
01/01/2007	Carry Over Credits	0.00	0.00	3.00	No	\$0.00		
06/21/2007	Probate/General Sessions Court - current court procedures a...	0.00	0.00	1.00	No	\$0.00		
12/06/2007	Thirty-Sixth Annual Review Seminar	3.00	0.00	12.00	No	\$0.00		
12/31/2007	Carry Over Credits	0.00	0.00	-4.00	No	\$0.00		
01/01/2008	Carry Over Credits	0.00	0.00	4.00	No	\$0.00		
12/01/2008	Thirty-Seventh Annual Review Seminar	3.00	0.00	12.00	No	\$0.00		
12/31/2008	Carry Over Credits	0.00	0.00	-4.00	No	\$0.00		
01/01/2009	Carry Over Credits	0.00	0.00	4.00	No	\$0.00		
12/15/2009	Thirty-Eighth Annual Review Seminar	3.00	0.00	12.00	No	\$0.00		
12/31/2009	Carry Over Credits	0.00	0.00	-4.00	No	\$0.00		
01/01/2010	Carry Over Credits	0.00	0.00	4.00	No	\$0.00		
01/01/2010	The Criminal Case in General Sessions Court: A Practical	...	...	...	..	...		