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.

(<u>Note</u>: if you were assessed a \$100 Non-Completion fee the amount due shown on your compliance record will include the \$100 fee. You <u>must</u> contact the Commission to have the fee temporarily removed before your attendance will post. Fees will be reapplied. Only <u>timely</u> 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 Attendar | nce Detail | | | | | | | |
|---|---|-----------------------|-----------------------|----------|-----------|----------------------|----------|------------------|
| Please review the informa | tion for accuracy. Click the cours | e title for full info | mation al | bout the | course. | | | |
| Courses shown in Click the <i>i</i> icon b Report Missing At Request Prior Yea | red have unpaid attendance credit y a course to make corrections to tendance rs Attendance Report Attorney ID: 090000 | s. that attendance | record ttorney Nar | me: ARe | al Good L | .awyer | | |
| Reported Atten | dance | | | | | | | |
| | Show Expired Only | Show Unpaid | Only | Sho | w All | Pay | Now | ې 🖹 |
| 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) | |
| | | | | | | | | |

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.

| you do not wish to pay for and you prefer to pay and be credi you decide not to make any c | I get credit for this attendance, click the [Delete] button. ted for fewer hours then were reported, enter the hours you wish and click [Change] hanges, 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 Delete |
| | Reported Hours To Post |
| | Dual Hours: 3.00 3.00 |
| | E/P Hours: 0.00 0.00 |
| | General Hours: 12.00 12.00 |
| | Change |
| | Canal |

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 1 | logging ir | ı) Click | [Atten | dance] | | | | | |
|---|----------------------------------|--|-------------------------------------|--|-------------------------------------|--------------------------------------|--|---------------------------------------|--|
| Tennessee Com Legal Education | mission on Co n and Specializ | ntinuing ation | | | | | | | |
| Home Courses | Specialists | Account | Attendance | Documents | News | FAQ | Contact | Tutorial | Logout |
| Notifications | | Attorney | CLE Com | pliance Ma | nagement | | | | |
| No Unread Notifications | | | | - | - | | | | |
| | >>more | cleTN.com Cl | E Compliance | Management provi | des a secure are | a to manage or | track your Tennes | ssee MCLE com | pliance. |
| Options | | Make | changes to cont | tact information | | | | | |
| Current Year, 2009 St | ummary | Check | CLE credits | | | | | | |
| | F/P Gen | Obtain | course attenda | nce information | | | | | |
| Required | 3.00 12.00 | Review Search | for accredited | courses | | | | | |
| Earned | 0.00 0.00 | Review | information and | d requirements for | specialization | | | | |
| Shortage | 3.00 12.00 | | | | | | | | |
| Earned hours includes .00 distance le 8.00 maximum for the year. | arning hours of the | cleTN.com al the ability to | so provides Law pay attorney fee | Firms the ability to s only if the attorn | o access attend ey grants the pe | ance informatior mission. Click f | n for their attorney the following link f | s and pay fees o or more informati | n their behalf. A L on About Law Fi |
| Account Balance: (\$864.00) | | Need He | lp? Click a | a link to Viev | v/Downloa | d a Tutori | al | | |
| | >>more | After clicking | link, click [Save | a Copy] on the A | dobe tool bar to | save a copy. | | | |
| Contact Informat | tion | | • | | | | | | |
| Douglas Peter Connell 1647 Antebellum Dr | | How to Make | an Online Payr | nent | | | | | |
| MURFREESBORO, TN 37128-0720 | | | | | | | | | |
| Ph: () 337-4159 | | View/Do | whioad Fo | orms | | | | | |
| mcletn@gmail.com | | After clicking | link, click [Save | a Copy] on the A | dobe tool bar to | save a copy. | | | |
| | >>more | Affidavit of Co | mpletion | | | | | | |
| LawFirm Informa | ation | | | | | | | | |
| | ٠ | Affidavit of So | le Authorship | | | | | | |
| | - | | | | | | | | |
| | | Attidavit of Joi | nt Authorship | | | | | | |
| | >>more | Request for C |)ut-of-State On- | l ine and Other Un | naid Credits | | | | |
| | | iverinest fill t | ansas dale the | sine and Other th | contractions. | | | | |

Step 2 – Click [Show Expired Only]

| ₩ Ten Leg | nessee Comr al Education | nission on C and Special | ontinuing ization | | | | | | | |
|--------------|-----------------------------|-----------------------------|----------------------|------------|-----------|------|-----|---------|----------|--------|
| Home | Courses | Specialists | Account | Attendance | Documents | News | FAQ | Contact | Tutorial | Logout |
| Course | Attendance | Detail | | | | | | | | |

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

Courses shown in red have unpaid attendance credits.
 Click the *i* 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

| | Sh | ow Expired Only Show Unpaid Only | | Show | / All | Pay | Now | × |
|---|-------------|--|------|------|-------|----------------------|---------|--------------|
| | Course Date | Course Title | Dual | E/P | Gen | Distance Learning | Fee Due | Expiration D |
| 0 | 01/01/1900 | BALANCE FORWARD | 0.00 | 0.00 | 0.00 | | \$0.00 | |
| 0 | 01/01/2006 | Carry Over Credits | 0.00 | 0.00 | 3.00 | No | \$0.00 | |
| 0 | 12/06/2006 | Thirty-Fifth Annual Review Seminar | 3.00 | 0.00 | 12.00 | No | \$0.00 | |
| 0 | 12/31/2006 | Carry Over Credits | 0.00 | 0.00 | -3.00 | No | \$0.00 | |
| 0 | 01/01/2007 | Carry Over Credits | 0.00 | 0.00 | 3.00 | No | \$0.00 | |
| 0 | 06/21/2007 | Probate/General Sessions Court - current court procedures a | 0.00 | 0.00 | 1.00 | No | \$0.00 | |
| 0 | 12/06/2007 | Thirty-Sixth Annual Review Seminar | 3.00 | 0.00 | 12.00 | No | \$0.00 | |
| 0 | 12/31/2007 | Carry Over Credits | 0.00 | 0.00 | -4.00 | No | \$0.00 | |
| 0 | 01/01/2008 | Carry Over Credits | 0.00 | 0.00 | 4.00 | No | \$0.00 | |
| 6 | 10/01/0000 | Thirty Seventh Annual Deview Seminar | 2.00 | 0.00 | 12.00 | Mo | en nn | |

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

Attendance Documents

Tennessee Commission on Continuing Legal Education and Specialization ₩

Course Attendance Detail

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

| | | | Show Expired Only | Show | Unpaid (| Dnly | | Show All | | × 1 |
|---|-------------|--------|---|------|----------|------|------|----------------------|---------|-----------------|
| | Course Date | | Course Title | | Dual | E/P | Gen | Distance Learning | Fee Due | Expiration Date |
| 0 | 12/31/2011 | Turnin | g the Tables - Bias Directed at Attorneys | | 1.00 | 0.00 | 0.00 | Yes | \$2.00 | 03-02-2012 |
| 0 | 2/31/2011 | An Ins | ide Look at Life Behind Bars | | 1.00 | 0.00 | 2.00 | Yes | \$6.00 | 03-02-2012 |
| 0 | 2/29/2011 | Ethica | Forms of Compensation | | 1.00 | 0.00 | 0.00 | Yes | \$2.00 | 03-02-2012 |
| 0 | 2/29/2011 | Ethica | Forms of Compensation | | 1.00 | 0.00 | 0.00 | Yes | \$2.00 | 05-12-2012 |
| 0 | 2/31/2011 | An Ins | ide Look at Life Behind Bars | | 1.00 | 0.00 | 2.00 | Yes | \$6.00 | 05-12-2012 |
| | 0/04/0044 | Turnin | a the Tables - Bias Directed at Attorneys | | 1.00 | 0.00 | 0.00 | Yes | \$2.00 | 05-12-2012 |

News

FAQ

Tutorial

Logout

Contact

| tep 4 – | click [E | xtend Ex | piratio | n] | | | | | | |
|-----------------------|------------------------|---------------------------|--|--|----------------------------------|------------------|-----|---------|----------|--------|
| ₩ ^{Te} Le | nnessee C gal Educa | ommission ition and Sj | on Conti pecializati | nuing on | | | | | | |
| Home | Courses | Specialists | Account | Attendance | Documents | News | FAQ | Contact | Tutorial | Logout |
| Extend | Expired I | Pending A | ttendand | e | | | | | | |
| Clicking [Ex | tend Expiratio | n] will extend th | e expiration d | ate of this Pend | ding Attendance | to 1/8/2013. | | | | |
| If you decide | e not to extend | the expiration | date, click [Ca | ancel] | | | | | | |
| | | | Extend Exp Course T Course Start Da | ired Pending itle: Turning the ID: 102931 ate: 01/01/2011 | Attendance Tables - Bias Dire | ected at Attorne | ys | | | |
| | | | Locati Provid | ion: online Jer: Cape Educati | ion | | | | | |
| | | | Report Da Dual Hou E/P Hou | ate: 01/01/2011 ırs: 1.00 ırs: 0.00 | | | | | | |
| | | | General Hou | ırs: 0.00 | | | | | | |
| | | | | | | | | | | |
| | | | | Extend E | xpiration | Cancel | | | | |

| ep 5 – Confirm | | | | | | | |
|--|---------------------------------------|-----------------------------------|------------------|------------|-----------|-----------|--------|
| Tennessee Commiss Legal Education and | ion on Continuing I Specialization | | | | | | |
| Home Courses Specialist | s Account Attendance | Documents | News | FAQ | Contact | Tutorial | Logout |
| Extend Expired Pending | g Attendance | | | | | | |
| Clicking [Extend Expiration] will exter | d the expiration date of this Pend | ing Attendance | to 1/8/2013. | | | | |
| f you decide not to extend the expire | ion date, click [Cancel] | - | | | | | |
| r you decide not to extend the expira | ion date, click [Gancel] | | | | | | |
| Once expiration has bee | n extended, you will ha | ave only 2 | days befo | ore this a | ttendance | e expires | again. |
| Please pay promptly to e | nsure that it is added t | o your red | ord. | | | | |
| | | | | | | | |
| | Futural Fusional Dending / | 44 | | | | | |
| | Extend Expired Pending A | Attendance Iso Tables - Riss I | Virgeted at Atta | | | | |
| | Course ID: 102931 | ie Tables - Blas I | Directed at Atto | rneys | | | |
| | Start Date: 01/01/2011 | | | | | | |
| | Location: online | | | | | | |
| | Provider: Cape Educ | ation | | | | | |
| | Report Date: 01/01/2011 | | | | | | |
| | Dual Hours: 1.00 | | | | | | |
| | E/P Hours: 0.00 | | | | | | |
| | Extend expiration date on th | in Donding Att | ndanaa raaari | d to | | | |
| | 1/8/2013 are you sure? | its Pending Atte | endance record | 110 | | | |
| | | | | | | | |
| | Yes | No | | | | | |
| | | | | | | | |
| | | Cancel | | | | | |
| | | | | | | | |
| | | | | | | | |

| Result | : - U n | nexpired | Pending Attendance | | | | | | | |
|-----------|---|--|---|--|---|---|--|--|------------------|--------|
| The atto | rnev c | an now nav | for the Pending Attendance recor | d and hav | ve it n | osted [.] | to his r | ecord | | |
| | incy c | an now pay | for the renaing Attendance recor | u, ana na | venp | osicu | | ccoru. | | |
| | | | | | | | | | | |
| | Tenn | essee Comn | nission on Continuing | | | | | | | |
| | Legal | l Education | and Specialization | | | | | | | |
| | | | | | | | | | | |
| Home | (| Courses Spe | ecialists Account Attendance Doc | uments | News | F/ | Q | Contact | Tutorial | Logout |
| Cour | se At | tendance | Detail | | | | | | | |
| Please | review th | e information for | accuracy. Click the course title for full infom | ation about t | | 0 | | | | |
| i icase i | iciicii ili | | accuracy. Onex the course the for full mon | | ic cours | | | | | |
| • 0 | Courses | shown in red hav | /e unpaid attendance credits. | | | | | | | |
| • 0 | Click the | licon by a cou | irse to make corrections to that attendance re | ecord | | | | | | |
| • F | Report M | lissing Attendand | ce | | | | | | | |
| • F | Request | Prior Years Atte | ndance Report | | | | | | | |
| | | | | | | | | | | |
| | | | Attorney ID: 012954 A | ttorney Nam | ne: Neo | d Jackso | n Colema | an | | |
| | | | | | | | | | | |
| | R | eported Attend | ance | | | | | | | |
| | | Sh | ow Expired Only Show Unpaid (| Dnlv | Show | | Pav | Now | 🔊 🔊 | |
| | _ | | | | | | , | | | |
| | | Course Date | Course Title | Dual | E/P | Gen | Distance Learning | Fee Due | Expiration Date* | |
| | 0 | 01/01/1900 | BALANCE FORWARD | 0.00 | 0.00 | 0.00 | | S0 00 | | |
| | (2 | 12/31/2011 | Turning the Tables - Bias Directed at Attorneys | 1.00 | 0.00 | 0.00 | Yes | \$2.00 | 01-08-2013 | |
| | G | 01/01/2000 | carry over credits | 0.00 | 0.00 | 3.00 | NO | \$0.00 | | |
| | 0 | 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 | | |
| | G | 01/01/2007 | Carry Over Credits | 0.00 | 0.00 | 3.00 | No | \$0.00 | | |
| | 9 | 06/21/2007 | Probate/General Sessions Court - current court | 0.00 | 0.00 | 1.00 | No | \$0.00 | | |
| | | | procedures a | 0.00 | | | | | | |
| | 0 | 12/06/2007 | procedures a Thirty-Sixth Annual Review Seminar | 3.00 | 0.00 | 12.00 | No | \$0.00 | | |
| | 0 | 12/06/2007 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits | 3.00 | 0.00 | 12.00 | No No | \$0.00 \$0.00 | | |
| | 8 | 12/06/2007 12/31/2007 01/01/2008 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits | 3.00 0.00 0.00 | 0.00 | 12.00 -4.00 4.00 | No No No | \$0.00 \$0.00 \$0.00 | | |
| | 8 | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Thirty-Seventh Annual Review Seminar | 3.00 0.00 0.00 3.00 | 0.00 0.00 0.00 0.00 | 12.00 -4.00 4.00 12.00 | No No No | \$0.00 \$0.00 \$0.00 \$0.00 | | |
| | 8 | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 12/01/2008 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Thirty-Seventh Annual Review Seminar Carry Over Credits | 3.00 0.00 0.00 3.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | 12.00 -4.00 4.00 12.00 -4.00 | No No No No | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | | |
| | | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 12/31/2008 01/01/2009 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Thirty-Seventh Annual Review Seminar Carry Over Credits Carry Over Credits Carry Over Credits | 3.00 0.00 3.00 3.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 12.00 -4.00 4.00 12.00 -4.00 4.00 | No No No No No | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | | |
| | 000000000000000000000000000000000000000 | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 12/01/2008 12/31/2008 01/01/2009 12/15/2009 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Carry Over Credits Carry Over Credits Carry Over Credits Thirty-Eighth Annual Review Seminar | 3.00 0.00 3.00 0.00 0.00 0.00 3.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 12.00 -4.00 4.00 12.00 -4.00 4.00 12.00 | No No No No No No | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | | |
| | | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 12/31/2008 01/01/2009 12/15/2009 12/31/2009 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Thirty-Seventh Annual Review Seminar Carry Over Credits Thirty-Eighth Annual Review Seminar Carry Over Credits | 3.00 0.00 3.00 0.00 0.00 0.00 3.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12.00 -4.00 4.00 12.00 -4.00 4.00 12.00 -4.00 | No No No No No No No | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | | |
| | | 12/06/2007 12/31/2007 01/01/2008 12/01/2008 12/31/2008 01/01/2009 12/15/2009 12/15/2009 12/15/2009 01/01/2010 | procedures a Thirty-Sixth Annual Review Seminar Carry Over Credits Carry Over Credits Thirty-Seventh Annual Review Seminar Carry Over Credits Thirty-Eighth Annual Review Seminar Carry Over Credits Carry Over Credits Carry Over Credits | 3.00 0.00 3.00 0.00 0.00 0.00 3.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12.00 -4.00 4.00 12.00 -4.00 12.00 12.00 -4.00 4.00 | No No No No No No No No | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | | |