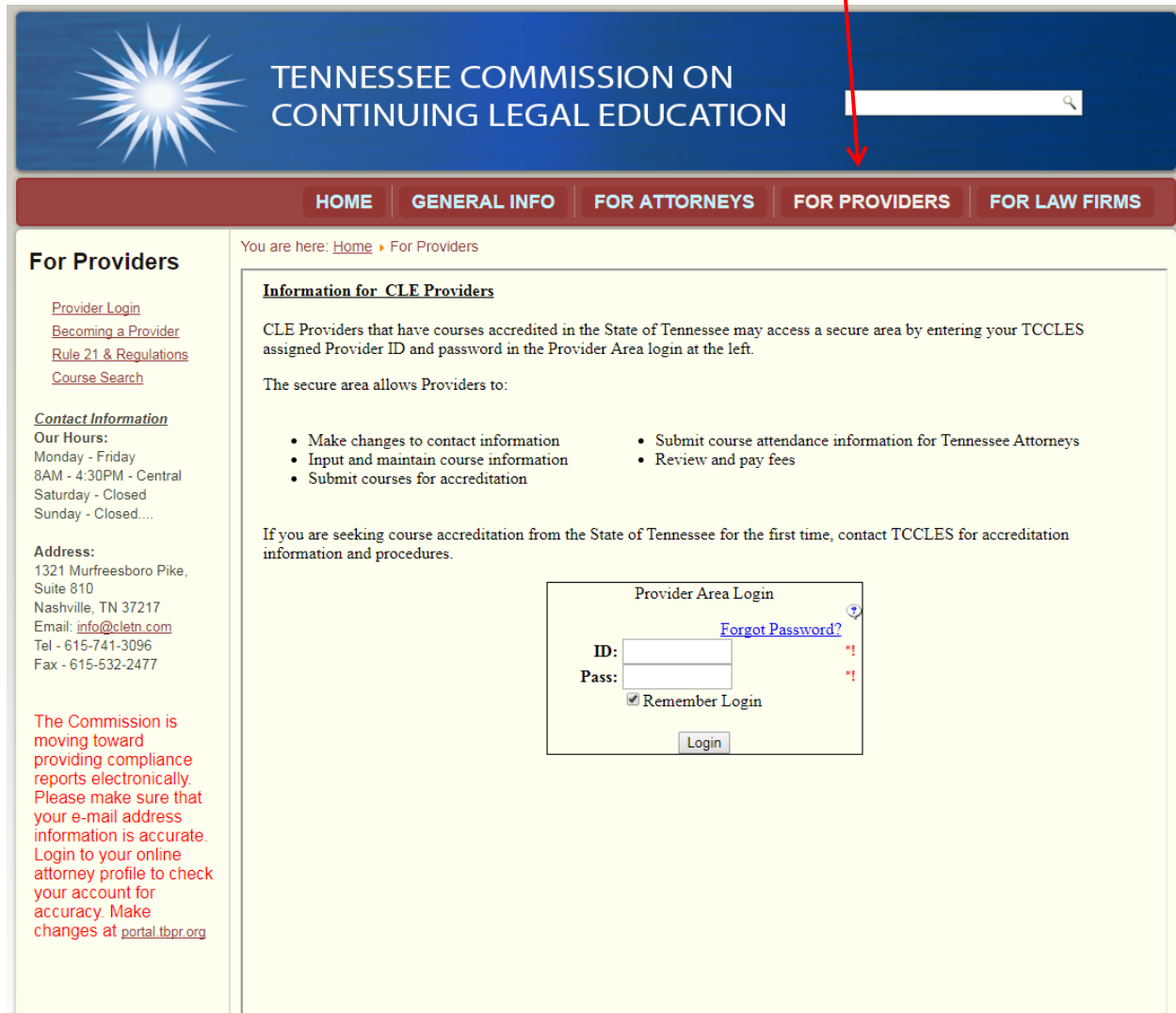


HOW TO SUBMIT A COURSE FOR ACCREDITATION ON CLETN.COM

1. Go to [HTTPS://CLETN.COM](https://cletn.com)
2. Click on the “FOR PROVIDERS” tab.
3. The provider login screen will appear.



The screenshot displays the website header for the Tennessee Commission on Continuing Legal Education (TCCLES). The navigation menu includes 'HOME', 'GENERAL INFO', 'FOR ATTORNEYS', 'FOR PROVIDERS', and 'FOR LAW FIRMS'. The 'FOR PROVIDERS' section is active, showing a breadcrumb trail 'You are here: Home > For Providers'. The main content area is titled 'Information for CLE Providers' and explains that providers can access a secure area by logging in with their TCCLES ID and password. A list of actions providers can perform is provided, including updating contact information, submitting course attendance, and submitting courses for accreditation. A 'Provider Area Login' form is shown with fields for ID and Password, a 'Remember Login' checkbox, and a 'Login' button. A 'Forgot Password?' link is also present. The left sidebar contains links for 'Provider Login', 'Becoming a Provider', 'Rule 21 & Regulations', and 'Course Search', along with contact information and a notice about electronic reporting.

4. Enter your PROVIDER ACRONYM AND PASSWORD and click on the LOGIN BUTTON. It will save you time in the future if you also click on Remember Login. That will save your login information for later use. Then you can just click the Login button.
5. You will be taken to the PROVIDER MCLE MANAGEMENT screen.

[Back to Previous Page](#)

[Home](#) [Search](#) [Courses](#) [Attendance](#) [Account](#) [Tools](#) [Tutorial](#) [Logout](#)

Provider MCLE Management

Course Status Summary	
Approved	27
Pending	2
Denied	6
In-progress	13
Total Courses	48
>>more	

Provider Information
Tennessee Comm. on Continuing Legal Education Teresa M. Seibert 1321 Murfreesboro Pike Ste 810 Nashville, TN 37217 Ph: (615) 741-3096 Ex: 3 FAX: (615) 532-3324 Teresa.Seibert@cletn.com
>>more

cleTN.com Provider MCLE Management provides a secure area to manage Tennessee MCLE activities.

- Enter and submit courses for accreditation
- Produce a Form1 document for submission to other State Regulators
- Export and download your courses in multiple data formats
- Report course attendance information
- Review and pay fees on-line
- Manage your contact information

6. Move your cursor to the COURSES tab and click on it.

The screenshot shows the 'CONTINUING LEGAL EDUCATION' website. The navigation bar includes 'HOME', 'GENERAL INFO', 'FOR ATTORNEYS', 'FOR PROVIDERS', and 'FOR LAW FIRMS'. The 'FOR PROVIDERS' section is active, showing a breadcrumb trail: 'You are here: Home > For Providers'. Below this, a secondary navigation bar contains 'Home', 'Search', 'Courses', 'Attendance', 'Account', 'Tools', 'Tutorial', and 'Logout'. The 'Courses' tab is circled in red. The main content area is titled 'Provider Course Management' and displays a table of courses. The table has columns for Short Name, Date, City, Course Title, and Status. The status column shows various states: 'Not Submitted', 'Approved', and 'Not Submitted' with a red 'X'.

Short Name	Date	City	Course Title	Status
test course	10/25/2017	Nashville	My Second Test Course	Not Submitted
DocTesting	05/29/2017	Boonville	First Test for Doc	Approved
DocTesting3	05/29/2017	Boonville	Testing doc upload...again!	X
DocTesting4	05/29/2017	Boonville	Testing doc upload...again!	X
DocTesting2	05/29/2017	Boonville	(Copy Of) First Test for Doc	X
2017Tedst	01/01/2017	Nashville	(Copy Of) 2017 Test	Not Submitted
Test 6/8/17	01/01/2017	On Line	Test 6/8/17	Approved
2017Tedst	01/01/2017	Nashville	2017 Test	Approved
short name	12/01/2016	Nashville	longer name	Not Submitted
Reg Review	10/25/2016	Nashville	CLE Commission Rule 21 and Regulation Review	Approved
Test	09/30/2016	anywhere	test	Not Submitted
asdf	08/16/2016	Lancaster	asdf	Not Submitted
test pay flag	08/01/2016	Lancaster	test pay flag	X
short	12/01/2015	anytown	test course	Not Submitted
Mentor Training	04/30/2015	Nashville	2015 Mentor Training	Approved
Mentor Training	04/28/2015	Knoxville	2015 Mentor Training	Approved
Mentor Training	04/23/2015	Nashville	2015 Mentor Training	Approved
Mentor Training	12/18/2014	Nashville	Mentor Training Day-Tennessee Mentoring Program	Approved
Mentor Training	12/16/2014	Memphis	Mentor Training Day-Tennessee Mentoring Program	Approved
Mentor Training	12/04/2014	Nashville	Mentor Training Day-Tennessee Mentoring Program	Approved

7. All the courses you have created whether submitted, not submitted, approved or denied will be listed. If you want to create a new course click on the New box at the bottom of the page and move to step 11. Courses that have been Approved or Submitted and awaiting approval cannot be modified. Courses that have been Denied (Listed with a red X or Denied) or shown as Not Submitted, can be modified.

- If you want to modify a course you have been working on or have not submitted, click on the sideways triangle to the left of the information on the course.

Courses

Form1 Sort: [v]

Short Name	Date	City	Course Title	Status
▶ test course	10/25/2017	Nashville	My Second Test Course	Not Submitted
▶ DocTesting	05/29/2017	Boonville	First Test for Doc	Approved
▶ DocTesting3	05/29/2017	Boonville	Testing doc upload...again!	✗
▶ DocTesting4	05/29/2017	Boonville	Testing doc upload...again!	✗
▶ DocTesting2	05/29/2017	Boonville	(Copy Of) First Test for Doc	✗
▶ 2017Tedst	01/01/2017	Nashville	(Copy Of) 2017 Test	Not Submitted
▶ Test 6/8/17	01/01/2017	On Line	Test 6/8/17	Approved
▶ 2017Tedst	01/01/2017	Nashville	2017 Test	Approved

- The line with the course information will turn blue and the icons directly above and to the left of the course listings will activate.

Courses

Form1 Sort: [v]

Short Name	Date	City	Course Title	Status
▶ test course	10/25/2017	Nashville	My Second Test Course	Not Submitted
▶ DocTesting	05/29/2017	Boonville	First Test for Doc	Approved
▶ DocTesting3	05/29/2017	Boonville	Testing doc upload...again!	✗
▶ DocTesting4	05/29/2017	Boonville	Testing doc upload...again!	✗
▶ DocTesting2	05/29/2017	Boonville	(Copy Of) First Test for Doc	✗



10. The first icon looks like two pages. This is the COPY icon. If you click on that icon the highlighted course will be copied. This is useful if you want to submit a new course similar to one you had previously submitted and had approved.



The second icon is a red X. This is the DELETE icon. If you click on the red X the highlighted course will be deleted. Be careful because once deleted you will have to start over to recreate the course if you deleted in error.



The third icon is a blue box with a pencil in it. You click this to MODIFY THE SELECTED COURSE. You can also update a course you are working on or has been denied.



The fourth icon is a white box with a red check mark. This is the SUBMIT SELECTED COURSE icon. When you have entered your course information and are ready to submit it to the CLE Commission for approval, this is the icon you use.



The fifth icon is a piece of paper with the right corner folded over. This is the **VIEW SELECTED COURSE** icon. It is used to look at a course, but you cannot modify the course in the “view” mode.

Form 1

The **Form 1** button creates a form that can be sent to other states to accredit this course. All states do not accept this.

SORT:

The **Sort** box gives you a drop down menu to use to sort your courses by **Short Name, Date, City, Course Title** or **Status**.

Click on the down arrow on the right side of box to get a drop down menu allowing you to sort by the different categories.

11. Creating a new course. You see this screen after you press the “New” button at the bottom of the page.

Provider Course Management

Course Sessions Law Codes Notes Documents

TCCLES ID: (Assigned during accreditation.)

Short Name:

Course Title: + -

General Info: + -

City: State: (One course per city.)

Course Dates: From: (MM/DD/YYYY) To: (MM/DD/YYYY)

Venue:

Fees: Members Non-members

Contact: Name Phone

Web Site:

Difficulty:

Restrictions:

AutoPost Option : Attorney Pay Provider Pay

Advertised: % Lawyers % In-House Lawyers % Other = Total of 100%

In House:

Outsiders are % of Faculty

Clients are % of Audience

Writing Surface:

Delivery Method:

Evaluation Method:

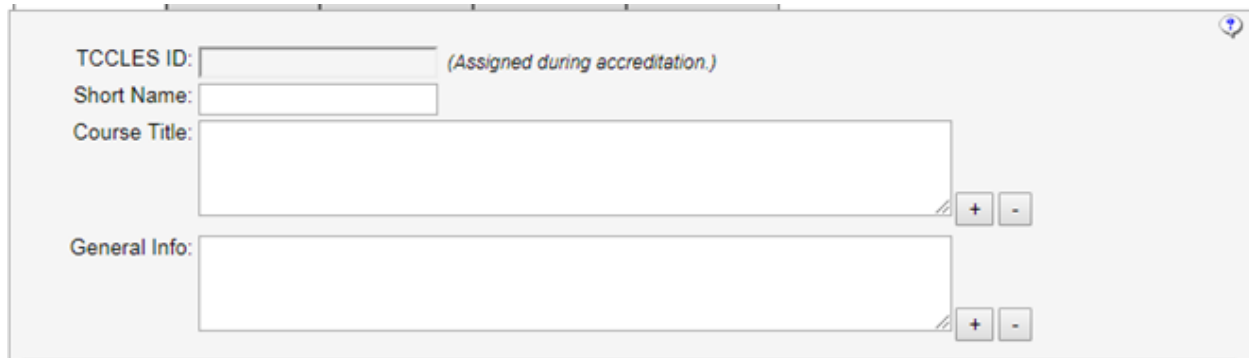
Materials: Total Pages Type

Distribution

Save Cancel

The Course Tab

The first section is where you enter the course name, the course's general description and the biographical information on the speaker(s) showing why they are qualified to teach this course



The screenshot shows a web form with the following fields and controls:

- TCCLES ID:** A text input field with the placeholder text "(Assigned during accreditation.)" to its right.
- Short Name:** A text input field.
- Course Title:** A larger text input field with a "+" and "-" button at the bottom right corner.
- General Info:** A text input field with a "+" and "-" button at the bottom right corner.

Short Name: Give the course a nickname that you can remember

Course Title: What is the full title of the program/course? In the unlikely event that you need additional space to enter the title, click on the "+" at the bottom right of the box.

General Info: What is the course about? Copy and paste information from the brochure if you produced one.

Will the participant who successfully completes the program receive a certificate or certification? Example: become certified as a Rule 31 Mediator

You must include who is teaching the course and you must include biographical information on them. We do not need a resume but do need information sufficient to show why they are qualified and why they were an appropriate person to teach this course. For additional space click on the "+" at the bottom right of the box.

The second section is where you enter the location of the program.

The screenshot shows a form with the following fields: 'City' (text input), 'State' (dropdown menu), '(One course per city.)' (text), 'Course Dates: From:' (text input), '(MM/DD/YYYY)' (text), 'To:' (text input), '(MM/DD/YYYY)' (text), and 'Venue:' (large text area).

City: If this is a **live** program, list the city where the attorney will need to go to attend. Make sure you spell the city correctly or a search for the courses in the correct spelling of the city will not show your course. Live means they could physically shake the presenter's hand at the end of the presentation.

If this is not being held live in a group setting, then it is considered online, you should enter:

Online is it is being offered on a single date

On Demand if it is being offered at any time between two dates

Telephonic if the attorney is listing on the telephone

State: In what state is the live program being held? Otherwise leave blank.

Course Dates: On what dates is the course to be held or what dates will attorneys be able to access the course?

Venue: If this is a live course – where will the course be held? Examples: Hotel Name and address, School name and address, Law Office name and address, otherwise leave blank.

The third section covers information on registration.

Fees:	<input type="text"/>	Members	<input type="text"/>	Non-members
Contact:	<input type="text"/>	Name	<input type="text"/>	Phone
Web Site:	<input type="text"/>			
Difficulty:	<input type="text"/>			
Restrictions:	<input type="text"/>			
Who pays attendance reporting fee?:	<input type="radio"/> Attorney Pay <input type="radio"/> Provider Pay			

Fees: What is the cost of this program for members or non-members?

Contact: Who do the attorneys need to contact to register?

Web Site: List your website where they can register online, or obtain additional information. If there is no website, this can be left blank.

Difficulty: Choose Beginner, Intermediate or Advanced from the drop down menu

Restrictions: Is this CLE open to anyone? If not, list any restrictions. Example: Only open to prosecuting attorneys or members of the judiciary. You can also enter "None"

Who Pays?: You must identify who is going to pay the attendance reporting fee. No attorney will receive credit for their attendance until the attendance reporting fee has been paid.

If **Attorney Pay** is marked, the attorney will be required to pay the posting fee before their attendance will be posted to their attorney record.

If **Provider Pay** is marked, the attendance fees will be charged to the provider. If the provider account does not have sufficient funds to pay the fee, the attendance batch will sit in our posting queue until there are sufficient funds on the provider account to cover the posting fee. These fees must be paid when the attendance is reported to us. You can avoid calls from unhappy attorneys by paying the posting fee when you submit the attendance batch.

The fourth section covers who this program is being marketed to.

Advertised:	<input type="text"/>	% Lawyers	<input type="text"/>	% In-House Lawyers	<input type="text"/>	% Other	<input type="text"/>	= Total of 100%
In House:	<input type="text"/>							
Outsiders are	<input type="text"/>	% of Faculty						
Clients are	<input type="text"/>	% of Audience						

Advertised: If open and marketed to any lawyer put 100 in the % Lawyers box.

If this is only open to members of the firm put 100 in the In-Hours Lawyers box.

If this is also appropriate for others such as CPA's and you anticipate they will attend put the percentage in. The combined total of all three boxes must equal 100%.

In House: Is this program limited to the attorneys in a firm or agency? Choose a response from the drop down menu.

No (Everyone is invited and anyone can attend)

Yes – Open to Outside Lawyers (Firm lawyer but all lawyers are invited and welcome to attend)

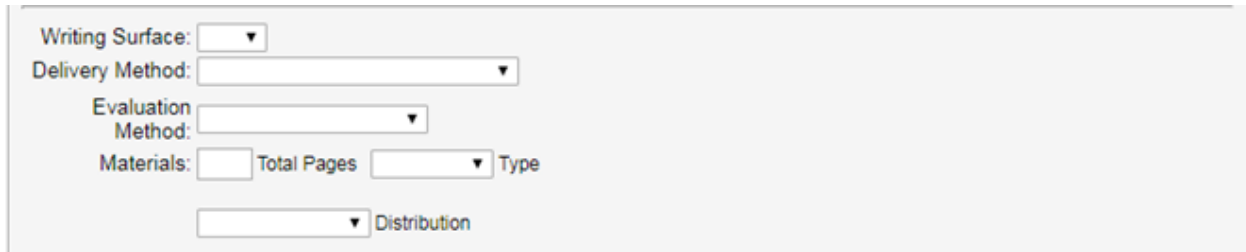
Yes – Governmental Agency (is this only open to the government agency?)

Yes – Closed to Outside Lawyers (This is only for attorneys from the firm)

Outsiders: If the CLE has limited access, what percentage of the instructors are from the same firm or agency?

Clients: What percentage of the audience is made up of clients from a single firm or agency?

The Fifth section covers the facility and delivery of the CLE.



Writing Surface:
Delivery Method:
Evaluation Method:
Materials: Total Pages Type
 Distribution

Writing Surface: Will there be a writing surface or not. Chose from the drop down menu.

Delivery Method: Choose from the drop down menu

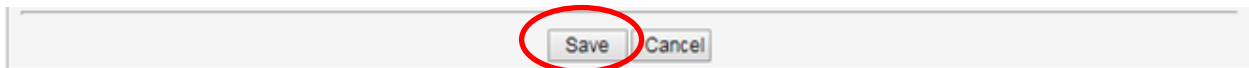
Evaluation Method: Choose from the drop down menu

Materials: How many pages were in the handouts?

Type: Choose looseleaf or bound from the drop down menu.

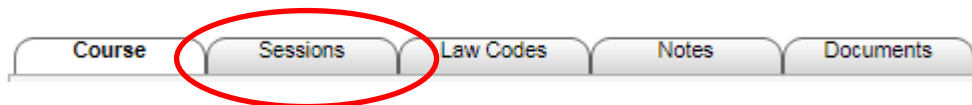
Distribution: Choose how the materials were distributed from the drop down menu.

When Complete press the Save button at the bottom of the page.



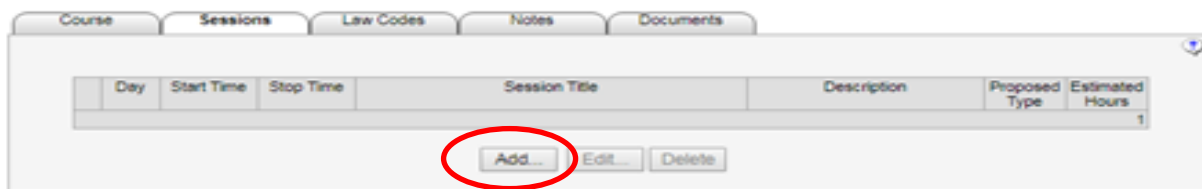
Save Cancel

Click on the SESSIONS tab to the right of the COURSE Tab to continue the process.

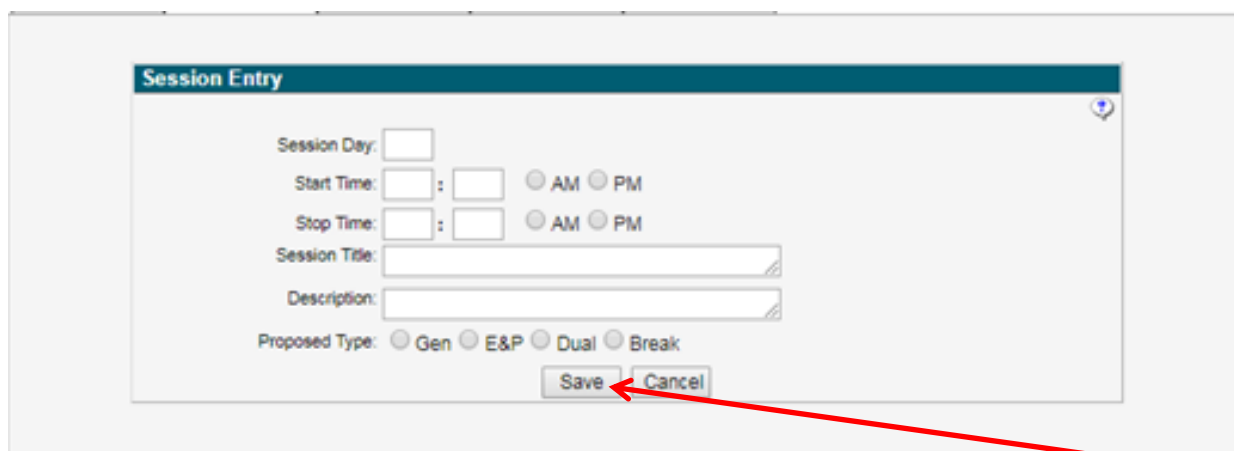


Course Sessions Law Codes Notes Documents

The Sessions Tab



This is where you create the agenda for your program. Start by clicking on the Add button.



Plan ahead for this section. Have your schedule, including your breaks mapped out so you can just enter it.

- Session Day: Enter one day at a time
- Start Time: Enter the time the section will start.
- Stop Time: Enter the time the section will end
- Session Title: If this is a one hour CLE the session title is the CLE title. If this is a six hour CLE on writing an appellate brief this may be "Creating Your Outline?"
- Description: This is where you enter what the attendee should learn?
- Proposed Type: Use **Dual** if you are seeking E&P credit. **Don't request E&P credit or your course will be denied**

When complete click on the **Save** button and new option buttons will appear.

Course		Sessions		Law Codes		Notes		Documents	
Day	Start Time	Stop Time	Session Title	Description	Proposed Type	Estimated Hours			
▶ 1	9:00 AM	10:00 AM	How to enter a CLE Program	Step by step guide	Gen	1.00	1		

To add an additional session for the program just click on the Add button and a new entry screen will appear.

Session Entry

Session Day:

Start Time: : AM PM

Stop Time: : AM PM

Session Title:

Description:

Proposed Type: Gen E&P Dual Break

Once you have entered the new session, click on the **Save** button. Continue in this manner until all sessions are added.

Course		Sessions		Law Codes		Notes		Documents	
Day	Start Time	Stop Time	Session Title	Description	Proposed Type	Estimated Hours			
▶ 1	9:00 AM	10:00 AM	How to enter a CLE Program	Step By step guide	Gen	1.00			
▶ 1	10:00 AM	11:00 AM	Submitting attendance	How to create a batch with your attendance	Gen	1.00	1		

If you need to modify what you have entered, click on the black sideways triangle at the left of the section you want to edit. The section will turn blue. Click on the Edit button and will be able to modify your segment. After modifying, click on the save button.

Day	Start Time	Stop Time	Session Title	Description	Proposed Type	Estimated Hours			
▶ 1	9:00 AM	10:00 AM	How to enter a CLE Program	Step By step guide	Gen	1.00			
▶ 1	10:00 AM	11:00 AM	Submitting attendance	How to create a batch with your attendance	Gen	1.00	1		

The Law Codes Tab

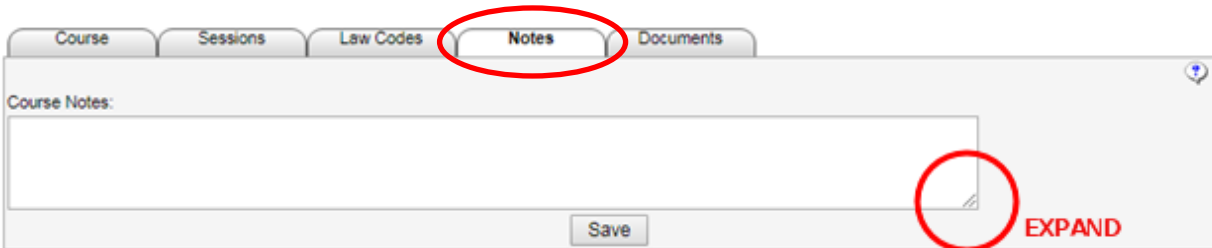
Click on the codes that best describe your CLE program. (Multiple codes are allowed.) When an attorney is searching for your program, what would they look under? When you are finished, click on the Save button on the left bottom. Go to the Notes tab.

Course	Sessions	Law Codes	Notes	Documents
<input type="checkbox"/> Administrative Law	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Government	<input type="checkbox"/> Labor Law	<input type="checkbox"/> Torts
<input type="checkbox"/> Alternative Dispute Resolution	<input type="checkbox"/> Sentencing	<input type="checkbox"/> Administrative Process	<input type="checkbox"/> Bargaining	<input type="checkbox"/> Automobile Accidents
<input type="checkbox"/> Arbitration	<input type="checkbox"/> Traffic	<input type="checkbox"/> Elections and Voting	<input type="checkbox"/> Grievances	<input type="checkbox"/> Malpractice(Medical)
<input type="checkbox"/> Mediation	<input type="checkbox"/> Education Law	<input type="checkbox"/> Eminent Domain	<input type="checkbox"/> Union Organizing and Elections	<input type="checkbox"/> Malpractice(Other)
<input type="checkbox"/> Bankruptcy/Debtor/Creditor	<input type="checkbox"/> Accountability	<input type="checkbox"/> General Welfare	<input type="checkbox"/> Law Practice Management	<input type="checkbox"/> Personal Injuries
<input type="checkbox"/> Bankruptcy-Personal	<input type="checkbox"/> Student Privacy	<input type="checkbox"/> Judiciary and Court Programs	<input type="checkbox"/> Technology	<input type="checkbox"/> Product Liability
<input type="checkbox"/> Bankruptcy-Business	<input type="checkbox"/> Special Education	<input type="checkbox"/> Legislative Process	<input type="checkbox"/> Personnel	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Collections	<input type="checkbox"/> Tenure Rights	<input type="checkbox"/> Local and Municipal	<input type="checkbox"/> Procedures	<input type="checkbox"/> Workers Comp
<input type="checkbox"/> Foreclosures	<input type="checkbox"/> Elder Law	<input type="checkbox"/> Military	<input type="checkbox"/> Other	<input type="checkbox"/> Transportation Law
<input type="checkbox"/> Businesses	<input type="checkbox"/> Elder Law	<input type="checkbox"/> Markets, control of	<input type="checkbox"/> Other	<input type="checkbox"/> Aviation
<input type="checkbox"/> Accounting	<input type="checkbox"/> Employment Law	<input type="checkbox"/> Procurement and Purchasing	<input type="checkbox"/> Personal	<input type="checkbox"/> Motor Carrier
<input type="checkbox"/> Antitrust	<input type="checkbox"/> Employment Discrimination	<input type="checkbox"/> Social Security and SSI	<input type="checkbox"/> Commitment	<input type="checkbox"/> Motor Vehicles
<input type="checkbox"/> Corporations, Partnerships, etc.	<input type="checkbox"/> Hiring and Firing	<input type="checkbox"/> State	<input type="checkbox"/> Competency	<input type="checkbox"/> Railroads
<input type="checkbox"/> Franchise/Dealers	<input type="checkbox"/> Managing Employees	<input type="checkbox"/> Workplace, Licensing	<input type="checkbox"/> Guardians(general and ad litem)	<input type="checkbox"/> Shipping, Rivers and Harbors
<input type="checkbox"/> Mergers and Acquisitions	<input type="checkbox"/> Environmental Law	<input type="checkbox"/> Zoning	<input type="checkbox"/> Medical Decisions	<input type="checkbox"/> Space Law
<input type="checkbox"/> Non-Profits	<input type="checkbox"/> Animals	<input type="checkbox"/> Health Law	<input type="checkbox"/> Real Property	<input type="checkbox"/> Trials
<input type="checkbox"/> Securities	<input type="checkbox"/> Energy	<input type="checkbox"/> Health Care Facilities	<input type="checkbox"/> Boundary Disputes	<input type="checkbox"/> Advocacy, Argument and Persuasion
<input type="checkbox"/> Commercial Law	<input type="checkbox"/> Natural Resources	<input type="checkbox"/> Government Payment Systems	<input type="checkbox"/> Commercial	<input type="checkbox"/> Appellate
<input type="checkbox"/> Banks, S and Ls, Credit Unions	<input type="checkbox"/> Pollution Control	<input type="checkbox"/> Insurance, HMOs, etc.	<input type="checkbox"/> Closings and Title Insurance	<input type="checkbox"/> Discovery
<input type="checkbox"/> Consumer Protection	<input type="checkbox"/> Ethics	<input type="checkbox"/> Medical Malpractice	<input type="checkbox"/> Condominiums	<input type="checkbox"/> Evidence
<input type="checkbox"/> Contracts	<input type="checkbox"/> Conflicts of Interest	<input type="checkbox"/> Pharmaceuticals	<input type="checkbox"/> Easements	<input type="checkbox"/> Experts
<input type="checkbox"/> E-Commerce	<input type="checkbox"/> Fees	<input type="checkbox"/> Provider Licensing	<input type="checkbox"/> Landlord/Tenant	<input type="checkbox"/> Judges
<input type="checkbox"/> Gambling	<input type="checkbox"/> Lawyer Advertising	<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Skills	<input type="checkbox"/> Juries
<input type="checkbox"/> Insurance	<input type="checkbox"/> Legal Malpractice	<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Client Relations	<input type="checkbox"/> Trusts and Estates
<input type="checkbox"/> Sports and Entertainment	<input type="checkbox"/> Legal Malpractice	<input type="checkbox"/> Copyright	<input type="checkbox"/> Communications	<input type="checkbox"/> Estate Administration
<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Licensing	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Estate Planning
<input type="checkbox"/> UCC	<input type="checkbox"/> Specialization	<input type="checkbox"/> Patent	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Trusts
<input type="checkbox"/> Constitutional Law	<input type="checkbox"/> Trust Accounting	<input type="checkbox"/> Trade Secrets	<input type="checkbox"/> Self-Management	<input type="checkbox"/> Wills, Preparation
<input type="checkbox"/> Bill of Rights	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Trademark	<input type="checkbox"/> Writing	<input type="checkbox"/> Wills, Probate
<input type="checkbox"/> Other Amendments	<input type="checkbox"/> Family Law	<input type="checkbox"/> International Law	<input type="checkbox"/> Taxation	
<input type="checkbox"/> State Constitutional Law	<input type="checkbox"/> Abuse	<input type="checkbox"/> Admiralty, Maritime, Law of the Sea	<input type="checkbox"/> Corporate Tax	
<input type="checkbox"/> Law	<input type="checkbox"/> Adoption	<input type="checkbox"/> Indian Law	<input type="checkbox"/> Federal Tax	
<input type="checkbox"/> Criminal Law	<input type="checkbox"/> Child Custody and Support	<input type="checkbox"/> Immigration and Naturalization	<input type="checkbox"/> Individual Tax	
<input type="checkbox"/> Death Penalty	<input type="checkbox"/> Divorce	<input type="checkbox"/> Trade	<input type="checkbox"/> Local Tax	
<input type="checkbox"/> Drugs	<input type="checkbox"/> Marriage	<input type="checkbox"/> Treaties	<input type="checkbox"/> State Tax	
<input type="checkbox"/> DUI(DWI)	<input type="checkbox"/> Paternity			

The Notes Tab

This is where the CLE Commission will communicate with you if there are questions or corrections needed regarding the program you have submitted. If your course is not approved, this is where you will be able to see why and what additional information is required to obtain accreditation.

The Notes section is expandable by placing your cursor on the lower right corner of the notes box, click and hold your cursor and pull down to expose any information that is hidden.

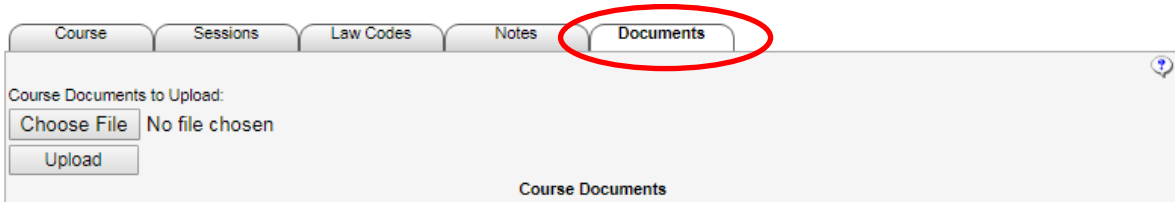


The Document Tab

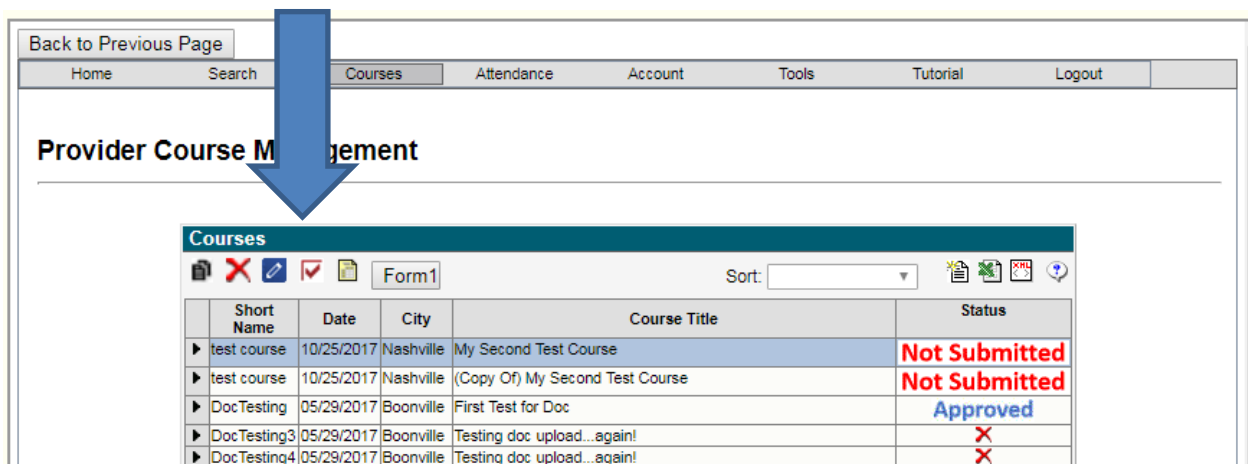
If you have course documents that you need to send to us or otherwise attach, this is where you would accomplish it.

Click on the Choose File button, a new window will appear showing your files. Click on the file you want to upload.

Click on the Upload button and your file will be uploaded.



After you have completed the input of your course, click on the grey **Courses** tab. The course you just finished will have a red **Not Submitted** to the right of the course information. Click on the back sideways triangle to the left of the course name. The course information will turn blue. Click on the white icon with the red checkmark above the course list to submit your course.



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Provider Course Management

Courses

Form1 Sort: [v]

	Short Name	Date	City	Course Title	Status
▶	test course	10/25/2017	Nashville	My Second Test Course	Not Submitted
▶	test course	10/25/2017	Nashville	(Copy Of) My Second Test Course	Not Submitted
▶	DocTesting	05/29/2017	Boonville	First Test for Doc	Approved
▶	DocTesting3	05/29/2017	Boonville	Testing doc upload...again!	X
▶	DocTesting4	05/29/2017	Boonville	Testing doc upload...again!	X

Once submitted, you cannot modify the course unless it is returned to you as denied (either a red **X** or a red **Denied**)

If it is denied, click on the black sideways triangle. The line for the denied course will turn blue. Then click on the modify or the view button to bring up your course. Go to the Notes tab to find out why the course was denied. Make the appropriate corrections and resubmit the course.

The three most common reasons for denial are:

1. Failure to include biographical information on the speakers.
2. Requesting E/P credit rather than Dual credit
3. Requesting Dual credit when the section is not about ethics and professionalism.