SUBMITTING ATTENDANCE

Once the course has been held or viewed by attorneys online, the provider needs to report the CLE credit for the attorneys who attended. Attendance should be reported to the Commission within thirty (30) days of when the course was completed. Unlike many states, the Tennessee CLE Commission does not charge a fee to review and accredit courses. Funding for the Commission comes from a posting fee on every credit hour reported. Who pays this fee is determined when the provider completes and submits the accreditation application for their course. The provider must select either Attorney Pay or Provider Pay under the AutoPost Option. It Provider Pay is selected, payment must be made to the Commission the same day the attendance was reported. Most providers maintain a credit balance on their account so individual payments are not necessary. Tennessee providers and providers of courses held in Tennessee must report and pay for attendance. There is an additional fee for late reported attendance.

- 1. Go to <u>HTTPS://CLETN.COM</u> and log in by clicking on the FOR PROVIDERS tab.
- 2. After logging in, you will be taken to the PROVIDER MCLE MANAGEMENT screen.

	TENNESSEE COMMISSION ON CONTINUING LEGAL EDUCATION
	HOME GENERAL INFO FOR ATTORNEYS FOR PROVIDERS FOR LAW FIRMS
For Providers	You are here: <u>Home</u> > <u>For Providers</u> > Provider Login Back to Previous Page Home Search Courses Attendance Account Tools Tutorial Logout
<u>Becoming a Provider</u> <u>Rule 21 & Regulations</u> <u>Course Search</u>	Course Status Summary Provider INCLE Management Approved 27 Pending 2
Contact Information Our Hours: Monday - Friday 8AM - 4:30PM - Central Saturday - Closed Sunday - Closed	Denied 6 In-progress 14 Total Courses 49 Provider Information • Export and sub nit courses for submission to other State Regulators Provider Information • Export and submit courses in multiple data formats Provider Information • extremation
Address: 1321 Murfreesboro Pike, Suite 810 Nashville, TN 37217 Emaii: <u>info@cletn.com</u> Tel - 615-741-3096 Fax - 615-532-2477	Tenessee Comm. on Continuing Legal Education Teress M. Selbert 1321 Muffresbror Pike Ste 810 Nashville, TN 37217 Ph: (615) 532-3324 Teress.Selbert@clen.com
The Commission is moving toward	

3. Click on the Attendance tab on the grey menu.

o Previous F	Page										
ome	Search		Courses	Attenda	ance	Accoun	t	Tools		Tutorial	Logo
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	194717	,	test			Nashville	184195	10/25/2016	1	Not Sub	mitted
	163666	5	163666			Nashville	178487	01/01/2016	0	Not Sub	mitted
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l				Batch	New	Edit	Delete	e Cance	I		

4. The screen that appears lists all the batches you have created and their status. Not Submitted means just that, the attendance batch was never submitted to the CLE Commission. We'll get back to this screen later, first we are going to create a new attorney batch. Click on the "New" button at the bottom of the list.

Attendance Report, select a course from those displayed in the grid and click Next. Click Cancel to return to ting. Attendance Report, select a course from those displayed in the grid and click Next. Click Cancel to return to ting. Attendance Report Course Selection Ourse ID Form1 ID Course Title Course Search Sort: • • • • • • • • • • • • • • • • • • •	Home	Search	Courses	Attendance	Account	Tools	Tutorial	Log
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Next Cancel							12345	678910
		L		Next.	Cancel			

5. Select the course you want to create the attendance report for by clicking on the black arrowhead to the left of the course number. The Course will be highlighted in blue. Then click on the "Next" button at the bottom of the list.

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
reate No	ew Attendan	ce Report						
Click Finish	to create the new .	Attendance Rep	ort or Back to re	turn to the Course	Selection.			
	New Attend	ance Report						
	Cou	urse ID: 206396					~	
		Title: First Test f	or Doc					
	Start/End	y/State: Boonville Dates: 05/29/2017	TN 7 to 05/31/2017					
		Hours: E/P: 0.00	Gen: 4.00 Dual: (0.00				
	Attendens	e Dete: 05/20/201	7					
	Attendance Barast Daas	e Date: 05/25/201	/	danse				
	Report Desc	mment:	upmission of atten	uance				
					/			
			Ba	ack Finish				

6. The New Attendance Report screen will appear identifying the course information. If this is the original submission for the course, enter it under Report Description. If this is a supplemental attendance report, you might want to put the attorney's name. Name it, so you can identify it later. Click on "Finish".

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
Course A	ttendance F	Report						
nter Attenda	ance Report inform	nation within the f	form below. Ent	er the Attonevs att	endina the cour	se by clicking the	Attendance tab	. The
ummary tab	provides an over	view of the Atten	dance report, ind	luding the numbe	r of attendees a	nd total hours of	attendance. Wh	en the
Itendance in	formation has bee	en entered, Click	the Submit Repo	ort button to forwa	rd the Attendand	ce Report to TCC	LES.	
	Information	Attendance	Summary					
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	Course I Tit	ID: 206396 Ile: First Test for D	oc					
	City/Sta	te: Boonville TN						
	Start/End Date Hou	es: 05/29/2017 to 0 rs: E/P: 0.00 Gen:	: 4.00 Dual: 0.001	Max: 4.00				
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	Report Description	on: Original submi	ssion of attendanc	 Changing here cha 	inges an attenuand	e in uns batch		
	Comme	nt:	solon of attendance					
		Send detail	report by email w	hen submitted?				
			Save	Cancel Sub	mit Report			

7. Now you can begin to enter the attendance information. The Information tab lists the course information. It shows the Course ID, Title, Location, start and end dates and types & amount of credit the course was approved for. The Attendance Date is the default date for the attendance report. If the course was an On Demand program you will need to enter the actual date of attendance. Whether you enter any information on this page or not click on the "Save" button.

Home	Search	Courses	Attendance	Account	То	ols	Tutorial	Logout	
Course A	ttendance Re	port							
Enter Attoneys	attending the cour	se by clicking t	he New button.	To edit or de	ete an attorn	ey, select the	row by clickin	ig the arrow to	the
left. The Edit a	and Delete buttons	will be active o	nce the row has	been select	ed.				
			_						
		Attendance	Summary)					
		\smile						•	
l l	Attorney ID	Attorne	y Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date	
								1	
			Artel		lete.				
			Add	Edit De	lete				
L									

8. The Attendance tab is where you enter the attendance and shows you what has been entered. To enter the information on the attorney, click on the "Add" button.

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
Course At	tendance I	Report						
	Informati	on Attendar	nce Summary	$\rightarrow \leftarrow$				
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		Attorney ID:						
		EP Hours: 0.00						
	Ge	neral Hours: 4.00						
		Dual Hours: 0.00						
	Atte	ndance Date: 05/29/	/2017					
		Instructor						
			Sav	re Cancel				

9

This is the input page for the attendees. Enter the six digit BPR# in the Attorney ID field. Add any needed zeros to the left of the number to make it six digits. If the attendee was there for the entire program you do not need to modify the hours. Otherwise modify as needed. If this was an On Demand course and you are entering attendance over a period of time, change the attendance date to the date the program was completed by the attorney. If this was a live program and the attendee was also an instructor, then you need to click on the instructor box (circled). The provider must calculate and enter the proper amount of instructor credit, our system does not perform the calculation because we do not know the number of pages the instructor distributed, the amount of time they spoke or if they stayed for the balance of the program. If the instructor had over five pages of handouts, taught for two hours and stayed for the remaining two hours, they should receive eight hours for teaching plus two hours for regular attendance so a total of ten hours credit. You can only give more hours than the course was approved for if the Instructor box is checked. After entering each attorney's name and hours click on the Save button.

After you have finished entering all the attendees, click on the Summary tab.

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
Course At	tondonoo l	Denart						
Jourse At	tendance i	Report						
The following in	formation is a s	ummary of the A	ttendance Report					
	Informatio	on Attendar	ce Summary					
			\sim				•	
	Att	endeer: 5						
	Total Ger	n Hours: 20.00						
	Total Repor	t Hours: 20.00						

10. The summary tab will show the total number of attendees and the total number of report hours, which is the amount that will need to be paid as the posting fee, if the fee is being paid by the provider. Late reported attendance (more than 45 days after the course date) is subject to a \$3 per credit hour fee (See Rule 21, Section 8.02(a): (Fee increase 10/8/2021)

Providers submitting attendance for any course, whether held within the state or outside of the state, more than forty-five (45) days after completion of the course shall pay as a late fee one additional dollar per credit hour per attorney. All attendance shall be reported within one year of the date of the completion of the course. Attendance submitted more than one year after the date of completion of the course will not be posted.

ourse A	tter	ndance I	Report						
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ter Attoneys	s atte	ending the c	ourse by clicking the New button	. To edit or o	lelete an atto	rney, select tl	he row by o	clicking the arrow	to the
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		nformation	Attendance						
	· ·	inormation.	Commenty						
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		Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date	
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	Þ 0	15540	Christopher Lazarini	0.00	10.00	0.00	Ves	5/29/2017	
	× 0	16650	Derek Crownover	0.00	4 00	0.00	No	5/29/2017	
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	Þ 0	12266	Tena Roberson	0.00	4.00	0.00	No	5/29/2017	
		12266	Tena Roberson Danny Dver	0.00	4.00	0.00	No	5/29/2017	
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11. Click on the circled Attendance tab and you will be able to see a list of all the attorneys you have entered and the number of hours of attendance for each attorney. **Make sure the names and BPR number agree with your list of attendees.** If the BPR number the attorney gave you or if the number was not entered correctly, then the wrong person will receive credit for attending the program and the attendee will be calling you to find out why you didn't report their attendance. If your list is correct, skip to step twelve.

THE ATTORNEY NUMBER YOU ENTERED DOESN'T BRING UP THE CORRECT NAME – OBTAINING THE CORRECT ATTORNEY NUMBER

In our example, the attorney number you have for Bob Smith (028371) brings up April Elgin. You need to find the attorney number for Bob Smith.

a. If the BPR number is not correct, Click on the grey Tools tab (circled).

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
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Course M	Hondonoo I	Donort						

b. The Tools and Utilities menu will appear. Click on "Attorney Lookup"



c. Enter the <u>formal name</u> of the attorney. Bob Smith is probably not on his law license. He is probably listed as Robert Smith. The more information you enter, the shorter the list. If you are looking for Bob Smith and the number entered was 028371. (There is no "Bob" Smith listed, by the way.) Assume the given name is Robert. Click the Submit button.

Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
Tools and Purge Outdated C Attorney Lookup Change Password	Utilities Courses	Attorney Ic The form below name. The resu attorney's identi detail to be certa	Jentifier Loc provides the abili ults may return mo fier using the con- ain.	ty to lookup the ore than one att atct form option	identifier for an at orney matching th from the top meni	torney by supply e name informati u if the results do	ing all or part of t ion. You may rec o not provide eno	heir quest an ugh
		N	Last Name: Smith FirstName: Robert Viddle Name:	No matching	attorneys were found mit Cancel			

d. You are probably looking for Robert Hunter Smith and the last two numbers were transposed.

Home	Search	Courses	Attenda	dance	Account	Tools		Tutorial	Logout
Tools and	l Utilities								
Purge Outdated (Attorney Lookup Change Passwor	Courses	Attorney le	dentifie provides t ults may re ifier using t	the ability to eturn more to the conatct	up o lookup the i than one atto t form option f	dentifier for a rney matchir from the top (an attori ig the n menu if	ney by supply ame informat the results d	ying all or part of their tion. You may request a o not provide enough
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		detail to be cert	tain.	irst Name	Middle Name	Last Name	Suffix	Birth Date	City State
		detail to be cert	tain.	First Name	Middle Name Browder	Last Name Smith	Suffix	Birth Date 11/25/1921	City State SAVANNAH, TN
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		detail to be cert Attorney ID 008296 005193 028317 015125 008037 005442	tain. Prefix Fi Rol Mr. Rol Rol Rol Rol Rol	Eirst Name obert B obert H obert Ju obert Lu obert Lu	Middle Name Browder Develand Hunter Joseph Lee Lewis	Last Name Smith Smith Smith Smith Smith Smith	Suffix	Birth Date 11/25/1921 01/01/1900 06/01/1978 02/09/1936 10/25/1910 09/10/1950	City State SAVANNAH, TN KNOXVILLE, TN KNOXVILLE, TN KNOXVILLE, TN WEST MEMPHIS, AR NASHVILLE, TN
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Home	Search	Courses	Attendance	Account	Tools	Tutorial	Logout	
Tools and	Utilities							
		Attorney la	lantifier I oo	kun				

- e. Click on the grey attendance tab to return to your batch entry.
- f. Click on the arrowhead for your batch.

Home	Search	n i	Courses	Attendance	Accour	ıt	Tools		Tutorial	Logout
ovider At	ttenda	nce l	Reporting							
rocess attend reate a new a	dance rej attendanc	oorts ar e repo	re displayed in t rt.	the grid below.	Select an ex	isting r	eport to co	ontinue e	diting or delete th	ie report. Cli
Feature! Di	ifferent a	ittenda	ince dates can	now be repor	ted in the sa	ime ba	tch. Click	k here to	learn more.	
				View S	ubmitted Atte	endanc	е			
	Course	Atton	dance Deports	View S	ubmitted Atte	endanc	е			_
	Course	Atten	dance Reports	View S	ubmitted Atte	endanc	e			•
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g. When you click on the arrowhead the course line will turn blue and the edit key will go from grey to black allowing you to edit the batch.

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		Course ID	Form1 ID		Descriptio	on		City	Batch ID	Attend Date	Attendees		Status	
\rightarrow	►	206396		Missed on orig	jinal subn	mission	I	Boonville	198805	05/29/2017	7	Not	Submit	ttec
	►	206396		second batch				Boonville	198806	05/29/2017	0	Not	Submit	ttec
	►	206396		Original subm	ission of a	attenda	ince	Boonville	198965	05/29/2017	5	Not	Submit	ttec
	Þ	194717		test	Ν		Nashville	184195	10/25/2016	1	Not	Submit	ttec	
	►	163666		163666	N		Nashville	178487	01/01/2016	0	Not	Submit	ttec	
	►	157056		157056	N		Nashville	137283	12/18/2014	0	Not	Submit	ttec	
	►	149699		149699				Online	139298	03/01/2014	0	Not	Submit	tted
	►	136403		136403				Chattanooga	118492	07/12/2013	1	Not	Submit	ttec
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h. Click on the Attendance tab of the Course Attendance Report (lower Attendance tab) to return to your list of attendees. Click on the arrowhead for 028371.

ourse A	ttendance	Report					
	attended the s	even by disking the block but	nee To add as d		and a start of	ha ann bu a	Fables the second
er Attoneys	attending the o	course by clicking the New but	tton. To edit or d	elete an atto	rney, select ti	ne row by o	clicking the arrow
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	Information	Attendance Summar	V				
							
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r	Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date
	Attorney ID 017717	Attorney Name William Calhoun	EP Hours 0.00	Gen Hours 10.00	Dual Hours 0.00	Instructor Yes	Date 5/29/2017
	Attorney ID 017717 015540	Attorney Name William Calhoun Christopher Lazarini	EP Hours 0.00 0.00	Gen Hours 10.00 10.00	Dual Hours 0.00 0.00	Yes Yes	Date 5/29/2017 5/29/2017
	Attorney ID O17717 O15540 O16650	Attorney Name William Calhoun Christopher Lazarini Derek Crownover	EP Hours 0.00 0.00	Gen Hours 10.00 10.00 4.00	Dual Hours 0.00 0.00 0.00	Yes Yes No	Date 5/29/2017 5/29/2017 5/29/2017
	Attorney ID	Attorney Name William Calhoun Christopher Lazarini Derek Crownover Tena Roberson	EP Hours 0.00 0.00 0.00 0.00	Gen Hours 10.00 10.00 4.00 4.00	Dual Hours 0.00 0.00 0.00 0.00	Ves Yes No No	Date 5/29/2017 5/29/2017 5/29/2017 5/29/2017
	Attorney ID 017717 015540 016650 012266 012666	Attorney Name William Calhoun Christopher Lazarini Derek Crownover Tena Roberson Danny Dver	EP Hours 0.00 0.00 0.00 0.00	Gen Hours 10.00 10.00 4.00 4.00	Dual Hours 0.00 0.00 0.00 0.00 0.00	Ves Yes No No	Date 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017
	Attorney ID O17717 015540 016650 012266 016666 015542	Attorney Name William Calhoun Christopher Lazarini Derek Crownover Tena Roberson Danny Dyer Stenhen Libby	EP Hours 0.00 0.00 0.00 0.00 0.00 0.00	Gen Hours 10.00 10.00 4.00 4.00 4.00 4.00	Dual Hours 0.00 0.00 0.00 0.00 0.00 0.00	Ves Yes No No No	Date 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017
	Attorney ID 017717 015540 016650 012266 016666 015642 02542	Attorney Name William Calhoun Christopher Lazarini Derek Crownover Tena Roberson Danny Dyer Stephen Libby April Elizio	EP Hours 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Gen Hours 10.00 10.00 4.00 4.00 4.00 4.00 4.00	Dual Hours 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Instructor Yes No No No No	Date 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017
	Attorney ID 017717 015540 016650 012266 016666 015542 028371	Attorney Name William Calhoun Christopher Lazarini Derek Crownover Tena Roberson Danny Dyer Stephen Libby April Elgin	EP Hours 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Gen Hours 10.00 4.00 4.00 4.00 4.00 4.00 4.00	Dual Hours 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Instructor Yes No No No No No	Date 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017 5/29/2017

i. The entry line for the attorney will turn blue and the edit button will go from grey to black.

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	Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date			
►	017717	William Calhoun	0.00	10.00	0.00	Yes	5/29/2017			
►	015540	Christopher Lazarini	0.00	10.00	0.00	Yes	5/29/2017			
►	016650	Derek Crownover	0.00	4.00	0.00	No	5/29/2017			
►	012266	Tena Roberson	0.00	4.00	0.00	No	5/29/2017			
►	016666	Danny Dyer	0.00	4.00	0.00	No	5/29/2017			
►	015542	Stephen Libby	0.00	4.00	0.00	No	5/29/2017			
►	028371	April Elgin	0.00	4.00	0.00	No	5/29/2017			
			\frown				1			
	Add Edit Delete									

j. Click on the Edit button and enter the correct Attorney ID (BPR#) and press Save.

Information A	ttendance	Summary			
					۲
Attorney ID:	028317				
EP Hours:	0.00				
General Hours:	4.00				
Dual Hours:	0.00				
Attendance Date:	5/29/2017				
Instructor:					
	(Save	Cancel		



k. Click on the secondary Attendance tab and you will see your list has been corrected

Information	Attendance Summary)				
Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date
017717	William Calhoun	0.00	10.00	0.00	Yes	5/29/2017
015540	Christopher Lazarini	0.00	10.00	0.00	Yes	5/29/2017
016650	Derek Crownover	0.00	4.00	0.00	No	5/29/2017
012266	Tena Roberson	0.00	4.00	0.00	No	5/29/2017
016666	Danny Dyer	0.00	4.00	0.00	No	5/29/2017
015542	Stephen Libby	0.00	4.00	0.00	No	5/29/2017
028317	Robert Smith	0.00	4.00	0.00	No	5/29/2017
	Add	Edit	Delete			

12. Click on the Information tab.

(Information	Attendance	Summary			
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And you will be returned to to the Course Information Screen.

Information	Attendance	Summary						
			i 🔊 🔁	٢				
Course ID:	206396							
Title:	First Test for Doc							
City/State:	Boonville TN							
Start/End Dates:	05/29/2017 to 05/31/2	2017						
Hours:	E/P: 0.00 Gen: 4.00	Dual: 0.00 Max: 4.00						
-		1						
Attendance Date:	05/29/2017	NOTE: Changing here changes all attendance in this batch	h					
Report Description:	Missed on original su	Missed on original submission						
Comment:								
	Send detail repor	t by email when submitted?						
	Sa	ve Cancel Submit Report						

13. If you are ready to submit your attendance, you <u>must click on the Submit Report button</u>. If you fail to do this, your batch will be added to the NOT SUBMITTED list because it was never submitted to the CLE Commission.

Information	Attendance	Summary		
			N	٢
Course ID:	206396			
Title:	First Test for Doc			
City/State:	Boonville TN			
Start/End Dates:	05/29/2017 to 05/31/2	2017		
Hours:	E/P: 0.00 Gen: 4.00	Dual: 0.00 Max: 4.00		
Attendance Date:	05/29/2017	NOTE: Changing here changes all attendance in this batch		
Report Description:	Missed on original su	ubmission		
Comment:		//		
	Send detail repor	t by email when submitted?		
	Sa	ve Cancel Submit Report		

14. Effective October 8, 2021 all providers are required to report and pay the \$2 per credit hour

fee. If you do not have a credit balance to cover the posting fee, pay online or send a check.