

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.

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Create New Attendance Report

Click Finish to create the new Attendance Report or Back to return to the Course Selection.

New Attendance Report

Course ID: 206396
Title: First Test for Doc
City/State: Boonville TN
Start/End Dates: 05/29/2017 to 05/31/2017
Hours: E/P: 0.00 Gen: 4.00 Dual: 0.00

Attendance Date:
Report Description:
Comment:

- 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".

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Course Attendance Report

Enter Attendance Report information within the form below. Enter the Attorneys attending the course by clicking the Attendance tab. The Summary tab provides an overview of the Attendance report, including the number of attendees and total hours of attendance. When the attendance information has been entered, Click the Submit Report button to forward the Attendance Report to TCCLES.

Information Attendance Summary

Course ID: 206396
Title: First Test for Doc
City/State: Boonville TN
Start/End Dates: 05/29/2017 to 05/31/2017
Hours: E/P: 0.00 Gen: 4.00 Dual: 0.00 Max: 4.00

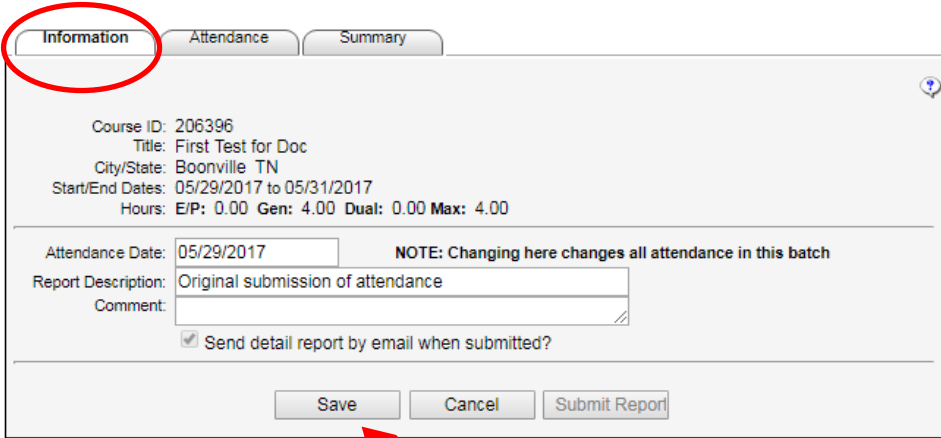
Attendance Date: 05/29/2017 **NOTE: Changing here changes all attendance in this batch**

Report Description: Original submission of attendance

Comment:

Send detail report by email when submitted?

Save Cancel Submit 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.

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Course Attendance Report

Enter Attorneys attending the course by clicking the New button. To edit or delete an attorney, select the row by clicking the arrow to the left. The Edit and Delete buttons will be active once the row has been selected.

Information **Attendance** Summary

Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor	Date
						1

Add... Edit... Delete

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.

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.

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.

Course Attendance Report

Enter Attorneys attending the course by clicking the New button. To edit or delete an attorney, select the row by clicking the arrow to the left. The Edit and Delete buttons will be active once the row has been selected.

Information	Attendance	Summary
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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

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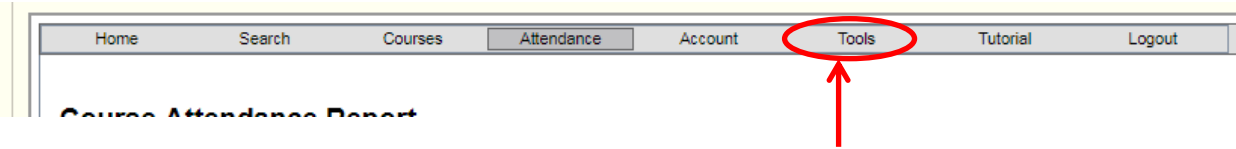
Add... Edit... Delete

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.

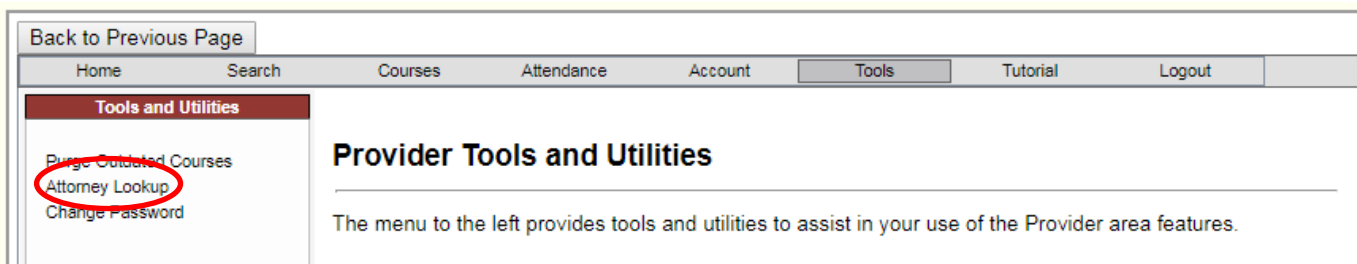
THE ATTORNEY NUMBER YOU ENTERED DOESN'T BRING UP THE CORRECT NAME – OBTAINING THE CORRECT ATTORNEY NUMBER

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.

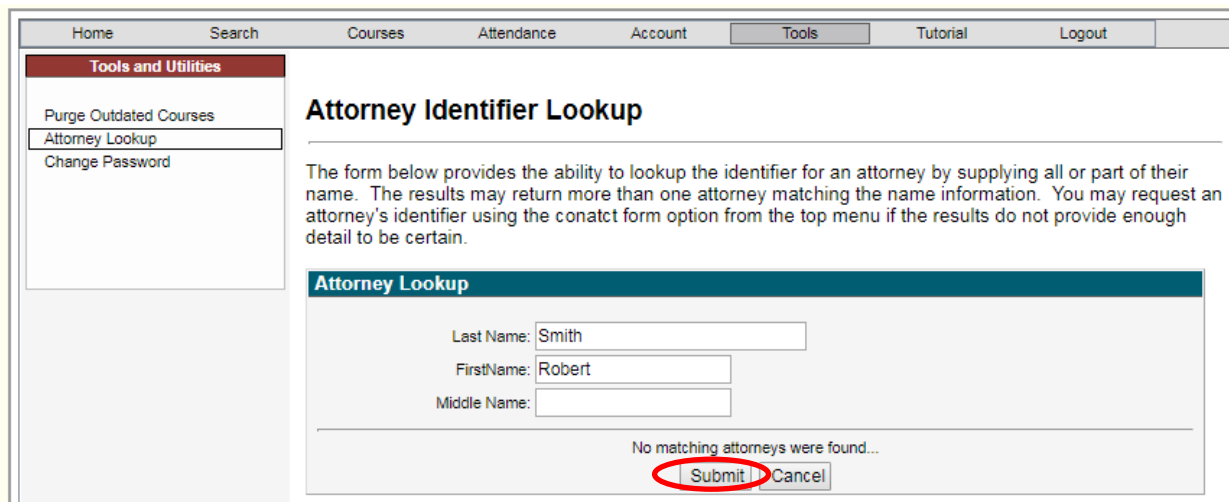
- a. If the BPR number is not correct, Click on the grey Tools tab (circled).



- b. The Tools and Utilities menu will appear. Click on “Attorney Lookup”



- c. Enter the formal name 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.

A screenshot of the 'Attorney Identifier Lookup' form. The navigation menu shows 'Tools' selected. The sidebar menu has 'Attorney Lookup' selected. The main form area is titled 'Attorney Identifier Lookup' and contains the following text: 'The form below provides the ability to lookup the identifier for an attorney by supplying all or part of their name. The results may return more than one attorney matching the name information. You may request an attorney's identifier using the conatct form option from the top menu if the results do not provide enough detail to be certain.' Below this is a section titled 'Attorney Lookup' with three input fields: 'Last Name: Smith', 'FirstName: Robert', and 'Middle Name:'. Below the fields is the text 'No matching attorneys were found...' and two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

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

Attorney Identifier Lookup

The form below provides the ability to lookup the identifier for an attorney by supplying all or part of their name. The results may return more than one attorney matching the name information. You may request an attorney's identifier using the contact form option from the top menu if the results do not provide enough detail to be certain.

Attorney ID	Prefix	First Name	Middle Name	Last Name	Suffix	Birth Date	City State
008296		Robert	Browder	Smith		11/25/1921	SAVANNAH, TN
005193		Robert	Cleveland	Smith		01/01/1900	KNOXVILLE, TN
028317	Mr.	Robert	Hunter	Smith		06/01/1978	KNOXVILLE, TN
015125		Robert	Joseph	Smith		02/09/1936	KNOXVILLE, TN
008037		Robert	Lee	Smith		10/25/1910	WEST MEMPHIS, AR
005442		Robert	Lewis	Smith		09/10/1950	NASHVILLE, TN
013056		Robert	Mark	Smith		08/16/1961	NASHVILLE, TN
018494		Robert	Sellers	Smith		07/31/1931	Huntsville, AL

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e. Click on the grey attendance tab to return to your batch entry.

f. Click on the arrowhead for your batch.

You are here: [Home](#) > [For Providers](#) > [Provider Login](#)

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Provider Attendance Reporting

In-process attendance reports are displayed in the grid below. Select an existing report to continue editing or delete the report. Click New to create a new attendance report.


New Feature! Different attendance dates can now be reported in the same batch. [Click here to learn more.](#)

[View Submitted Attendance](#)

Course Attendance Reports								
Course ID	Form ID	Description	City	Batch ID	Attend Date	Attendees	Status	
▶ 206396		Missed on original submission	Boonville	198805	05/29/2017	0	Not Submitted	
▶ 206396		second batch	Boonville	198806	05/29/2017	0	Not Submitted	
▶ 194717		test	Nashville	184195	10/25/2016	1	Not Submitted	
▶ 163666	163666		Nashville	178487	01/01/2016	0	Not Submitted	
▶ 157056	157056		Nashville	137283	12/18/2014	0	Not Submitted	
▶ 149699	149699		Online	139298	03/01/2014	0	Not Submitted	
▶ 136403	136403		Chattanooga	118492	07/12/2013	1	Not Submitted	

Batch New... Edit... Delete Cancel

- 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.



Course Attendance Reports							
Course ID	Form1 ID	Description	City	Batch ID	Attend Date	Attendees	Status
▶ 206396		Missed on original submission	Boonville	198805	05/29/2017	7	Not Submitted
▶ 206396		second batch	Boonville	198806	05/29/2017	0	Not Submitted
▶ 206396		Original submission of attendance	Boonville	198965	05/29/2017	5	Not Submitted
▶ 194717		test	Nashville	184195	10/25/2016	1	Not Submitted
▶ 163666	163666		Nashville	178487	01/01/2016	0	Not Submitted
▶ 157056	157056		Nashville	137283	12/18/2014	0	Not Submitted
▶ 149699	149699		Online	139298	03/01/2014	0	Not Submitted
▶ 136403	136403		Chattanooga	118492	07/12/2013	1	Not Submitted

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Batch New... **Edit...** Delete Cancel

Information **Attendance** Summary

Course ID: 206396
Title: First Test for Doc
City/State: Boonville TN
Start/End Dates: 05/29/2017 to 05/31/2017
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 submission

Comment:

Send detail report by email when submitted?

Save Cancel Submit Report

- 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.

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Course Attendance Report

Enter Attorneys attending the course by clicking the New button. To edit or delete an attorney, select the row by clicking the arrow to the left. The Edit and Delete buttons will be active once the row has been selected.

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
▶	028371	April Elgin	0.00	4.00	0.00	No	5/29/2017

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Add... Edit... Delete

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

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
▶ 028371	April Elgin	0.00	4.00	0.00	No	5/29/2017

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Add Edit... Delete

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

Information Attendance Summary

Attorney ID: 028371 ...

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



	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

12. Click on the Information tab.



And you will be returned to to the Course Information Screen.

Course ID: 206396
Title: First Test for Doc
City/State: Boonville TN
Start/End Dates: 05/29/2017 to 05/31/2017
Hours: E/P: 0.00 Gen: 4.00 Dual: 0.00 Max: 4.00

Attendance Date: **NOTE: Changing here changes all attendance in this batch**

Report Description:

Comment:

Send detail report by email when submitted?

13. If you are ready to submit your attendance, you must click on the Submit Report button. 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

Course ID: 206396
Title: First Test for Doc
City/State: Boonville TN
Start/End Dates: 05/29/2017 to 05/31/2017
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 submission

Comment:

Send detail report by email when submitted?

Save 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.