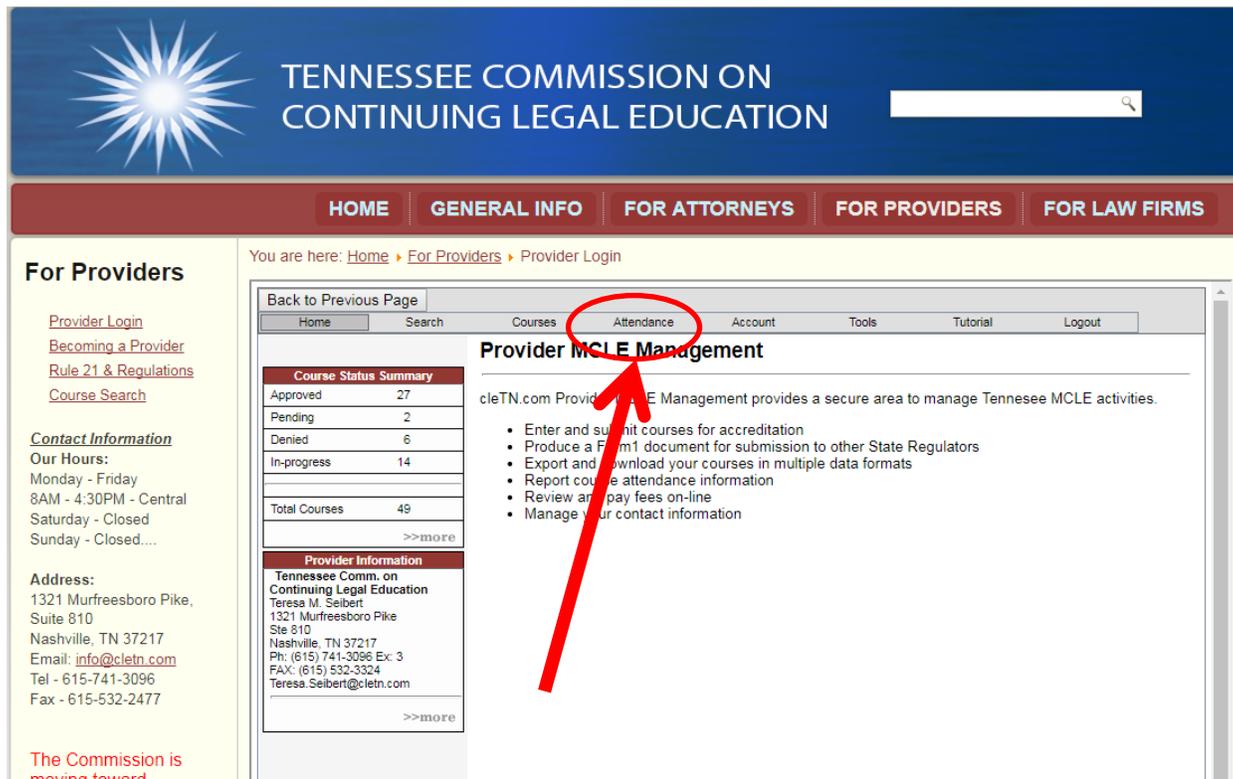


SUBMITTING ATTENDANCE

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**. If 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 [HTTPS://CLETN.COM](https://cletn.com) and log in by clicking on the FOR PROVIDERS tab.
2. After logging in, you will be taken to the PROVIDER MCLE MANAGEMENT screen.



The screenshot shows the Tennessee Commission on Continuing Legal Education website. The header includes the logo and the text "TENNESSEE COMMISSION ON CONTINUING LEGAL EDUCATION". Below the header is a navigation bar with tabs: HOME, GENERAL INFO, FOR ATTORNEYS, FOR PROVIDERS, and FOR LAW FIRMS. The main content area is titled "Provider MCLE Management" and features a grey menu with tabs: Home, Search, Courses, Attendance, Account, Tools, Tutorial, and Logout. A red arrow points to the "Attendance" tab. The main content area includes a "Course Status Summary" table, a "Provider Information" section, and a list of actions for managing MCLE activities.

| Course Status Summary | |
|-----------------------|----|
| Approved | 27 |
| Pending | 2 |
| Denied | 6 |
| In-progress | 14 |
| Total Courses | 49 |
| >>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 | |

- 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

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

[Back to Previous Page](#)

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

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 | Form1 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 |

1

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

- 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.

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

Create New Attendance Report

To create a new Attendance Report, select a course from those displayed in the grid and click Next. Click Cancel to return to Attendance Reporting.

| Attendance Report Course Selection | | | | | | | |
|------------------------------------|----------|---|------------|------------|-----------|-------|--|
| Course ID | Form1 ID | Course Title | Start Date | End Date | City | State | |
| ▶ 06396 | | First Test for Doc | 05/29/2017 | 05/31/2017 | Boonville | TN | |
| ▶ 198088 | | Bar Examiner Credit - Sister State | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198089 | | Carry Forward Bar Exam Credit | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198090 | | Indigent Defense Credits 2017 | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198091 | | Credit for Passing Out of State Bar | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198092 | | Credit for Passing a Speciality Certification Exam | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198093 | | Credit for Passing Tennessee Bar Exam | 01/01/2017 | 12/01/2017 | Nashville | TN | |
| ▶ 198094 | | Public Service Credit, Rule 21 Sec. 4.07(a) | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198095 | | Credit for Published Writing | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198096 | | Credit for passing the 2014 MPRE | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198097 | | Public Service Credit, Sister State, Rule 21 Sec. 4.07(a) | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198098 | | Public Service Credit, Sister State, Rule 21 Sec. 4.07(a) | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198099 | | Credit for passing 2016 MPRE | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 198100 | | Credit for passing 2015 MPRE | 01/01/2017 | 12/31/2017 | Nashville | TN | |
| ▶ 206449 | | 2017 Test | 01/01/2017 | 06/07/2017 | Nashville | TN | |

1 2 3 4 5 6 7 8 9 10 ...

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

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:

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 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

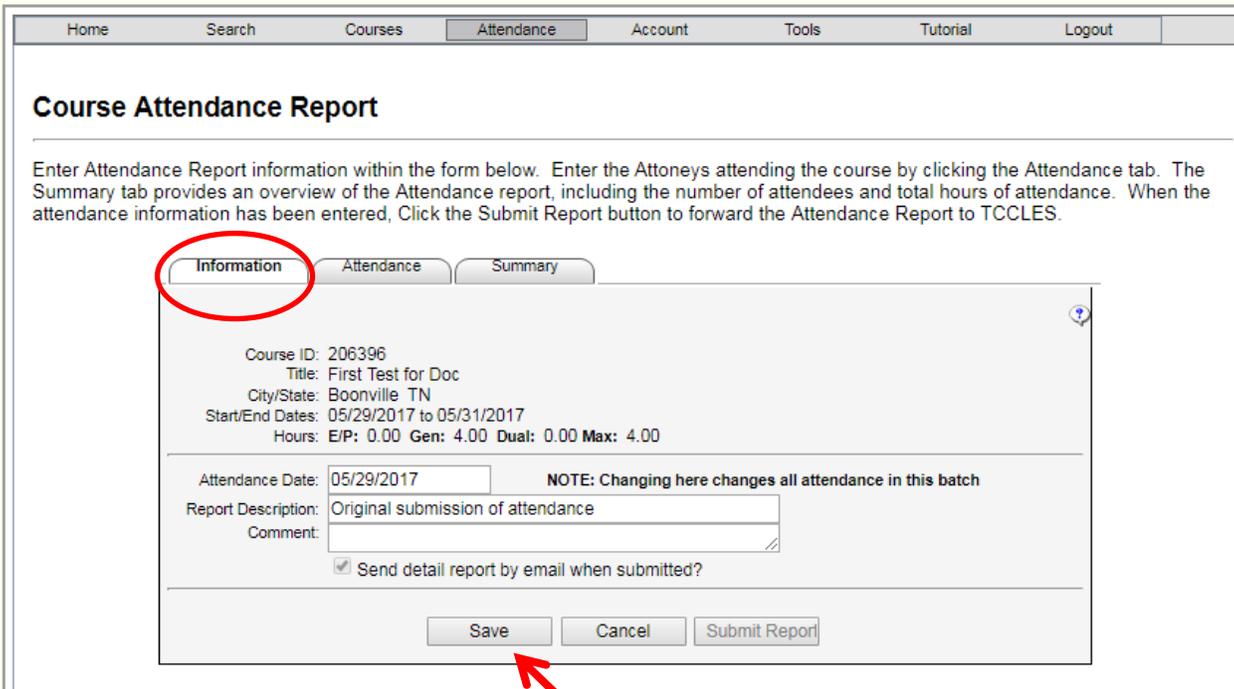
Attendance Date: 05/29/2017 **NOTE: Changing here changes all attendance in this batch**

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.

Home Search Courses Attendance Account Tools Tutorial Logout

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 |
|-------------|-------------------|---------|

| 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 |

1

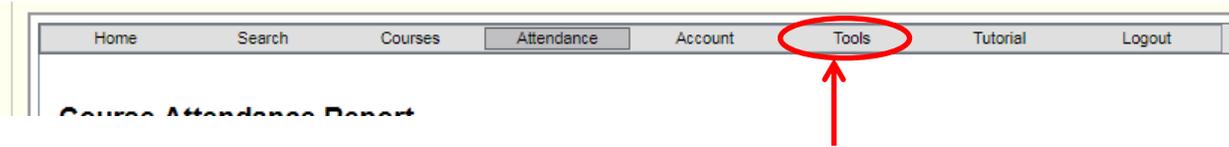
Add... Edit... Delete

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.

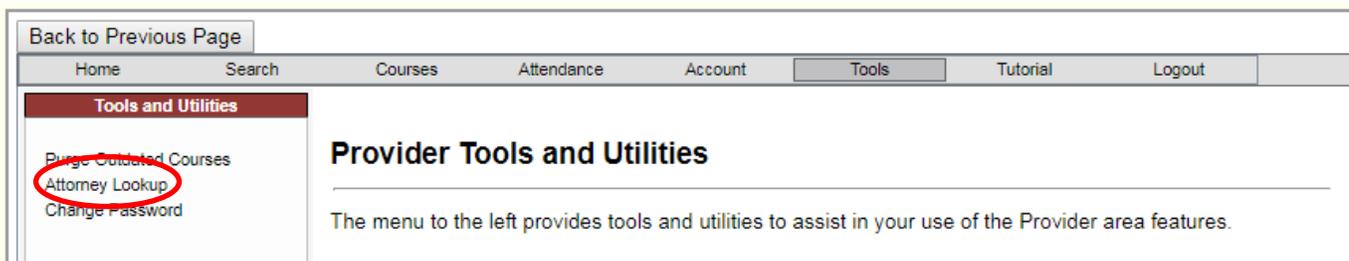
THE ATTORNEY NUMBER YOU ENTERED DOESN'T BRING UP THE CORRECT NAME – OBTAINING THE CORRECT ATTORNEY NUMBER

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.

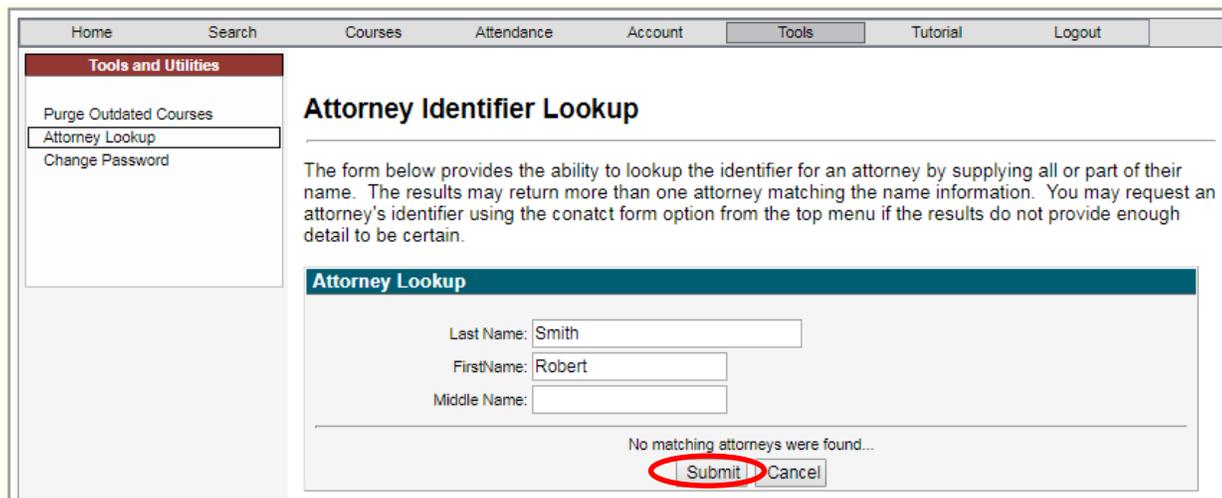
- a. If the BPR number is not correct, Click on the grey Tools tab (circled).



- 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 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 |

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](#)

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 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 |

1

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.

Home Search Courses Attendance Account Tools Tutorial Logout

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 |

1

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 |

1

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.