



Tennessee Commission on Continuing Legal Education

1321 Murfreesboro Pike, Suite 810 • Nashville, Tennessee 37217

615-741-3096 • info@cle.TNcourts.gov

Submitting CLE Course Attendance

Step-by-step tutorial for posting attorney & instructor hours

SUMMARY

Within 30 days after an attorney has attended a course, Tennessee CLE providers must report and pay for attendance for every licensed Tennessee attorney who participated in the CLE. For courses offered on demand or offered on multiple dates, attendance should be submitted within 30 days, regardless of if other attorneys could attend the same course later.

Providers may only choose one date for attendance for each attorney and attendance can only be reported once for each attorney, so please wait until after an attorney has completed all portions of a course to submit attendance. Multiple submissions are permitted for each course, provided they are for different attorneys.

For example, if five attorneys attended a course on March 1 in person, that attendance should be reported by March 31. If another two attorneys attended the course on April 15, the provider should submit a separate attendance report by May 15.

Attendance reported within the 30-day requirement requires a \$2 per hour, per attorney fee. Attendance reported 45 or more days after the attendance date costs \$3 per hour, per attorney. No attendance will be accepted more than one year after the attendance date.

Additional credit for instructors is not automatically calculated. Providers must click the "instructor" box when submitting attendance and then adjust the hours for added instructor credit.

The Tennessee CLE Commission does not charge fees to review or accredit courses. If a provider seeks and receives accreditation in Tennessee for a course, they **must** report and pay for each attendee.

[Go to CLE.TNCOURTS.GOV](http://CLE.TNCOURTS.GOV) and click on Providers, then login.

Become A Provider

F.A.Q.

Tutorials

Course Search

Information for CLE Providers

CLE Providers that have courses accredited in the State of Tennessee may access a secure area by entering your TCC assigned Provider ID and password in the Provider Area login at the left.

The secure area allows Providers to:

- Make changes to contact information
- Input and maintain course information
- Submit courses for accreditation
- Submit course attendance information for Tennessee Attorneys
- Review and pay fees

If you are seeking course accreditation from the State of Tennessee for the first time, contact TCCLES for accreditation information and procedures.

Provider Area Login

[Forgot Password?](#)

ID: [Redacted]

Pass: [Redacted]

Remember Login

Login

Click on the Attendance tab on the grey menu.

Back to Previous Page

Home Search Courses **Attendance** Account Tools Logout

Provider Account
Amount Owed: \$297237.91
Amount Credit: 0.00
>>more

Course Status Summary
Approved 32
Pending 6
Denied 5
In-progress 2
Total Courses 45
>>more

Provider Information

Provider MCLE Management  Items: 0 \$0.00

CLE.TNCourts.gov Provider MCLE Management provides a secure area to manage Tennessee MCLE activities.

- Enter and submit courses for accreditation
- Export and download your courses in multiple data formats
- Report course attendance information
- Review and pay fees on-line
- Manage your contact information

Please note, there are two ways to submit attendance. Providers may submit a batch with multiple attorneys on a document, or enter data for each individual attorney.

BATCH ATTENDANCE SUBMISSION

Click on the black arrowhead to the left of the course number to highlight in blue, then click the Batch button.

Back to Previous Page

Home Search Courses Attendance Account Tools Logout

Provider Attendance Reporting

Items: 0
\$0.00

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.

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

NEW FEATURE! Batches will no longer be submitted until sufficient account funds are present. You will be automatically directed to payment upon batch submission.

[View Submitted Attendance](#)

Course Attendance Reports

Course ID	Form1 ID	Description	City	Batch ID	Attend Date	Attendees	Status
▶ 375733		Test		572867	01/01/2026	0	Not Submitted
▶ 375733		TEST		572876	01/01/2026	1	Not Submitted
▶ 375733		TEST		572882	01/01/2026	0	Not Submitted
▶ 373028		test	Charlotte	549656	09/29/2025	0	Not Submitted

Batch New... Edit... Delete Cancel

Click 'Import' to view Course Attendance Import Instructions. Follow the instructions to download the template and upload the attendance.

Home Search Courses Attendance Account Tools Logout

Course Attendance View Batch List

Add attendance rows by clicking [Add], then enter the Course, Attorney, and number of hours attended for each attendance row. After entering attendance rows, click [Submit Batches] to automatically create attendance batches and submit them for processing.

Course ID	Course Title	Attorney ID	Attorney Name	EP Hours	Gen Hours	Dual Hours	Instructor
-----------	--------------	-------------	---------------	----------	-----------	------------	------------

Import Add... Delete Submit Batche

Home Search Courses Attendance Account Tools Logout

Course Attendance Import

Import attendance from the predefined template by following these steps. NOTE: If you have already have a spreadsheet or CSV file ready to import, skip to the browse step.

- 1) Download the blank [Spreadsheet Template](#) and save it to your local machine.
- 2) Fill out the spreadsheet with your attendance information, save it and close.
- 3) Specify the file you want to upload. No file chosen It can be any correctly formatted XLS, XLSX or CSV file.
- 4) Click to upload your Attendance file
- 5) Review the results of your upload. If you want to upload more attendance, return to step 1) 2) or 3)
- 6) Click when finished.

MANUAL ATTENDANCE ENTRY

To create a new attendance batch. Click **“New”** at the bottom.

The screen that appears lists all the batches you have created and the status. Not Submitted means the attendance batch was created but never submitted to the CLE Commission.

Course Attendance Reports							
Course ID	Form1 ID	Description	City	Batch ID	Attend Date	Attendees	Status
▶ 373028		test	Charlotte	549656	09/29/2025	0	Not Submitted

The New Attendance Report screen will appear identifying the course information. 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.

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 Search				Sort:			
Course ID	Form1 ID	Course Title	Start Date	End Date	City	State	
▶ 375733		2026 Indigent Representation Credits	01/01/2026	12/31/2026		TN	
▶ 375735		Public Service Credit-Rule 21 sec. 4.08(a)	01/01/2026	12/31/2026		TN	
▶ 375736		Credit for Published Writing	01/01/2026	12/31/2026		TN	
▶ 375737		Bar Examiner Credit	01/01/2026	12/31/2026		TN	
▶ 375738		2026 Court Appointed Pro Bono	01/01/2026	12/31/2026		TN	
▶ 375739		Carry Forward Bar Exam	01/01/2026	12/31/2026		TN	
▶ 375682		Fall 2025 CLE Commission Retreat	11/18/2025	11/18/2025	Nashville	TN	
▶ 373028		CLEReg Conference 2025	09/29/2025	09/30/2025	Charlotte	NC	
▶ 368283		CLE Commission Rule 21 and Regulation Review	07/15/2025	07/15/2025	Nashville	TN	
▶ 364103		CLE Commission Rule 21 and Regulation Review	04/15/2025	04/15/2025	Nashville	TN	
▶ 364314		2025 CLEReg Mid-year Meeting	04/09/2025	04/09/2025	Nashville	TN	
▶ 356251		Credit For Passing Bar Exam	01/01/2025	12/31/2025		TN	
▶ 356252		2025 Indigent Representation Credits	01/01/2025	12/31/2025		TN	
▶ 356253		Carry Forward Bar Exam	01/01/2025	12/31/2025		TN	
▶ 356254		Public Service Credit- Rule 21 sec. 4.08(a)	01/01/2025	12/31/2025		TN	

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

Enter a Report Description – something that is meaningful to your organization so you can identify it later. Consider including an attorney’s name if it’s a single submission, or the date of the attendance. Click **“Finish”**.

Home Search Courses Attendance Account Tools 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: 375733
Title: 2026 Indigent Representation Credits
City/State: TN
Start/End Dates: 01/01/2026 to 12/31/2026
Hours: E/P: 6.00 Gen: 0.00 Dual: 0.00

Attendance Date: 01/01/2026
Report Description:
Comment:

Back... 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

Begin entering attendance information. The Information tab lists the course information - Course ID, Title, Location, start and end dates and types and amount of credit the course was approved for. The Attendance Date defaults to the first day of course accreditation. If the course was an on-demand program you must enter the actual date of attendance. Whether you enter any information on this page or not, click on “Save” button.

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

Input attorney attendance

- Enter the six-digit Tennessee Attorney ID. 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 multiple attendances, change attendance date to the date the program was completed by the attorney.
- If the attorney was an instructor, 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 of materials the instructor distributed, the amount of time they spoke, or if they stayed for the entire program. If the instructor had over five pages of handouts, they can receive four times the credit. Less than five pages of handouts earns two times the credit. You can only give more hours than the course was approved for if the instructor box was checked. After entering each attorney’s name and hours click **“Save.”**

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

Course Attendance Report

The following information is a summary of the Attendance Report.

Information Attendance **Summary**

Attendees: 1
Total EP Hours: 6.00
Total Gen Hours: 0.00
Total Dual Hours: 0.00
Total Report Hours: 6.00

The Summary tab will show the total number of attendees and the total number of reported hours which is the amount that will need to be paid as the posting fee.

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
▶ 000001	Andrew King	6.00	0.00	0.00	No	1/1/2026

Add... Edit... Delete

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 Attorney ID agree with your list of attendees.**

Return to Information tab

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 TCCLCS.

Information Attendance Summary

Course ID: 375733
Title: 2026 Indigent Representation Credits
City/State: TN
Start/End Dates: 01/01/2026 to 12/31/2026
Hours: E/P: 6.00 Gen: 0.00 Dual: 0.00 Max: 6.00

Attendance Date: 01/01/2026 NOTE: Changing here changes all attendance in this batch
Report Description: TEST
Comment: TEST
 Send detail report by email when submitted?

Save Cancel Submit Report

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.

Once attendance is submitted, an email will be sent to the contact person listed on the provider CLE account.

All providers are required to report and pay the \$2 per credit hour/per attorney fee. If you do not have a credit balance to cover the posting fee, pay online or send a check. If mailing a check, please make sure to write your provider ID in the subject line of the check.