

TN CLE Course Entry & Management

Access your provider account



Go to **CLE.TNCourts.gov**

Click on the **Provider** menu and select **Login** or click on the **Providers** icon to go to the login page.

Log in to your provider account



Enter your provider ID and password.

You can request your password if you have forgotten it. The password will be sent to the email address that is on file with the provider account.

Providers Login Page

Provider Links

Provider 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 TCCLLES 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 TCCLLES for accreditation information and procedures.

Provider Area Login

[Forgot Password?](#)

ID:

Pass:

Remember Login

TN CLE Course Entry & Management

[Begin a new course](#)

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Home Search **Courses** Attendance Account Tools

Provider Account

Amount Owed: ~~\$14773.33~~
Amount Credit: 0.00 >>more

Course Status Summary

Approved	28	
Pending	12	
Denied	6	
In-progress	26	
Total Courses		72

>>more

Provider Information

Tennessee Comm. on CLE
Tiffany Drew
1321 Murfreesboro Pike
Ste 810
Nashville, TN 37217
Ph: (615) 741-3096 Ex: 2
FAX: (615) 532-3324
mcletn@gmail.com

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Provider MCLE I

CLE.TNCourts.gov Pro

- Enter and submit
- Produce a Form1
- Export and downl
- Report course att
- Review and pay f
- Manage your con

Go to the Courses section

Click on the **Courses** tab, then click the **New** button at the bottom.

Providers Login Page

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Home Search **Courses** Attendance Account Tools Tutorial Logout

Provider Course Management

Courses

Form1 Sort: [v] [Print] [Refresh] [Download]

Short Name	Date	City	Course Title	Status
test	04/30/2024	nash	test	Not Submitted
Delete-Test	11/01/2022	Callao	Test for server migration on 9/24/2022	Submitted
Delete-Test	11/01/2022	Callao	Server Migration Test 2	Submitted
Test Doc Upload	01/13/2020	New Franklin	Test for Doc Upload	Submitted
Test Course	08/19/2019	Test	Test Course For Error	Submitted
Test	03/01/2018	Nashville	Test Corrected Approval	Approved
Comm Retreat	08/18/2017	Chapel Hill	CLE Commission Rule 21 and Regulation Review	Approved
2017 Test	01/01/2017	Nashville	2017 Test	Approved
Test 6/8/17	01/01/2017	On Line	Test 6/8/17	Approved
Reg Review	10/25/2016	Nashville	CLE Commission Rule 21 and Regulation Review	Approved
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
Mentor Training	11/18/2014	Knoxville	Mentor Training Day-Tennessee Mentoring Program	Approved
Mentor Training	11/03/2014	Memphis	Mentor Training Day-Tennessee Mentoring Program	Approved
Mentor Training	10/09/2014	Nashville	(Copy Of) Mentor Training Day-Tennessee Mentoring Program	Approved
Mentor Training	10/09/2014	Nashville	Mentor Training Day-Tennessee Mentoring Program	Approved

1 2

New... **Cancel**

TN CLE Course Entry & Management

Enter course details

Home Search Courses Attendance Account Tools Tutorial Logout

Provider Course Management

Course Sessions Documents

Course Title:

Detailed Course Description:

Other Info & Speaker Bios:
(Or upload in Documents tab)

Course Venue **Course Type**

Course Type: In Person In Person
 Online Streaming
 Audio Only On Demand

State:

Date of Production: (Date when course material created. Must not be more than two years prior to end date of course.)

Course Dates: To:

Materials: Total Pages

Fees: Members Non-members

Contact: Name Phone

Course Website:

Attendance Restrictions:

Provider is required to report attendance and pay the \$2/hour fee for each Tennessee-licensed attorney

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

In House:

Outsiders are % of Faculty

Clients are % of Audience

Save Save and Continue Cancel

Choose **Course** tab under Provider Course Management and enter course description, course type, contact information, and advertised portion of the online application.

See pages 4 and 5 for details regarding how to complete fields.

Detailed Course Description:

Include all information about the subject matter of the course and specify how it is designed to meet the requirements of Tennessee Supreme Court Rule 21, which states:

The activity must have a significant intellectual or practical content and its primary objective must be to enhance the participant's professional competence as an attorney. Also, the activity must deal primarily with matters related to substantive law, the practice of law, professional responsibility, or ethical obligations of attorneys.

General descriptions that do not specify how the training is designed specifically for attorneys likely will be denied accreditation.

Course Type:

This section refers to the format in which the course is presented.

Courses may be held in person, streamed live, or recorded for a later presentation. Providers can also accredit a course for a combination of those formats – simply select all those that apply. The **Course Dates** should be the first date a course was available in any format. The **Date of Production** typically is the first day the course was presented to a live or online audience. If a course was recorded only and made available online, then the production date is the date the course was recorded.

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Examples:

For a live event course with attorneys' participation in the room with the presenters, streamed live online, and recorded for streaming later on demand, the provider would select **In Person** and **Online** for **Course Venue**, then **In Person, Streaming, and On Demand** for **Course Type**.

If a course is only recorded without a live audience and available on demand, the provider would select **Online** for **Course Venue** and **On Demand** for **Course Type**.

Audio-only courses may include podcasts or similar programs.

Course Title: Lawyer Well Being

Detailed Course Description: Lawyer Well Being

Other Info & Speaker Bios (Or upload in Documents tab): Tiffany Drew

Course Venue: In Person Online Audio Only

Course Type: In Person Streaming On Demand

State: TN

Date of Production: 04/10/2024 (Date when course material created. Must not be more than two years prior to end date of course.)

Course Dates: 04/11/2024 To: 04/11/2024

Materials: 5 Total Pages

Fees: 100.00 Members 150.00 Non-members

Contact: Tiffany Drew Name 6157413096 Phone

Course Website: http://CLE.TN.GOV

Attendance Restrictions: none

Provider is required to report attendance and pay the \$2/hour fee for each Tennessee-licensed attorney

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

In House: No

Outsiders are % of Faculty

Clients are % of Audience

Example:

Live In-Person Format

Course Title: Lawyer Well Being

Detailed Course Description: Topics to be presented include overview of lawyer wellbeing resources, ethics ru

Other Info & Speaker Bios (Or upload in Documents tab): Tiffany Drew is the executive assistant for providers services at the TN Commission on CLE

Course Venue: In Person Online Audio Only

Course Type: In Person Streaming On Demand

State: TN

Date of Production: 05/02/2024 (Date when course material created. Must not be more than two years prior to end date of course.)

Course Dates: 05/04/2024 To: 05/04/2024

Materials: 5 Total Pages

Fees: 50.00 Members 75.00 Non-members

Contact: Tiffany Drew Name 6152940061 Phone

Course Website: http://cle.tncourts.gov

Attendance Restrictions: None

Provider is required to report attendance and pay the \$2/hour fee for each Tennessee-licensed attorney

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

In House: No

Outsiders are % of Faculty

Clients are % of Audience

Platform: Webex

Certify online platform includes tracking attorney attendance(may include codes or quizzes)

Save Save and Continue

Example:

Distance Learning Format
Notice **Platform** information at the bottom for streaming or on-demand courses.

TN CLE Course Entry & Management

Registration Information:

Note: Registration information is posted on CLE.TNCourts.gov after a course is approved.

- Fees:** What is the cost for members or non-members to attend the program?
- Contact:** Who do the attorneys need to contact to register or to get more information about a course?
- Website:** List the website where attorneys can register online or obtain additional information.
- Restrictions:** Is the 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.”

Marketing Information

- Advertised:** If open and marketed to any lawyer, enter “100” in the **Lawyers** box.
If the course is only open to members or clients of the firm type “100” in the **In-House Lawyers** box.
If the course is also appropriate for others such as CPAs and you anticipate they will attend, type the estimated percentage of other participants in the **Other** box. The combined total of all three boxes must equal 100%.
- In House:** Is this program limited to the attorneys in a single firm or a single agency? Choose a response from the drop-down menu:
- No** – Everyone is invited; anyone can attend
- Yes** – Open to Outside Lawyers (Firm-sponsored CLE but all lawyers invited and welcome to attend)
- Yes** – Governmental Agency (The program is only open to a single government agency)
- Yes** – Closed to Outside Lawyers (The program 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?
- Platform:** List the platform used for streaming or on-demand courses and verify that you are able to track attendance, specifically when a participant starts and stops playback or joins or leaves a session.

After the course section is complete, click the Save and Continue button.

TN CLE Course Entry & Management

Enter Sessions Details

If your course consists of a single session, select the **Single Session Course** box, and the information will be prefilled. Complete the required details and hit save.

Provider Course Management

The screenshot shows the 'Session Entry' form within the 'Provider Course Management' interface. The form includes the following fields and options:

- Single Session Course?:
- Session Day: 1
- Start Time: 09 : 00 AM PM
- Stop Time: 10 : 00 AM PM
- Session Title: Lawyer Well Being
- Description: Topics to be presented include overview of
- Proposed Type: Gen E&P Dual Break
- Buttons: Save, Cancel

For courses that consist of multiple sessions taking place over several hours or several days, enter each session separately for the single course. **Plan ahead for this section. Have your schedule, including your breaks, mapped out to assist in entry.**

Start by clicking the **Add** button.

The screenshot shows the 'Provider Course Management' interface with the 'Sessions' tab selected. A red circle highlights the 'Sessions' tab, and another red circle highlights the 'Add...' button in the table below. The table has the following columns: Day, Start Time, Stop Time, Session Title, Description, Proposed Type, and Estimated Hours.

Day	Start Time	Stop Time	Session Title	Description	Proposed Type	Estimated Hours
<input type="button" value="Add..."/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						

Session Day: Enter one day at a time.

Start Time: Enter the time the session will start.

Stop Time: Enter the time the section will end. Tennessee uses a 60-minute hour, so be precise on end time.

Session Title: If this is a single-session CLE, the session title is the CLE title. If this is a six-hour CLE on writing an appellate brief, a one-hour section may be called "Creating Your Outline."

Description: Enter what the attendee should learn. This is important for the Commission to determine accreditation.

Proposed Type: Use Dual if you are seeking E&P credit. Don't request E&P credit or your course will be denied.

Note that you can submit attendance for each attorney only once for a course. If an attorney takes a portion of the course live and then another portion online at a later date, please enter the separate sessions of a multi-day course as separate courses.

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After you have entered the new session, click the **Save** button. To add an additional session for the program, click the **Add** button and a new entry screen will appear. Continue in this manner until all sessions are added.

The screenshot shows the 'Provider Course Management' interface. At the top, there is a navigation bar with links: Home, Search, Courses, Attendance, Account, Tools, Tutorial, and Logout. Below this, the 'Provider Course Management' section is visible, with tabs for 'Course', 'Sessions', and 'Documents'. A 'Session Entry' modal window is open, containing the following fields and options:

- Single Session Course?:
- Session Day: 1
- Start Time: 8 : 00 AM (radio button selected)
- Stop Time: 9 : 00 AM (radio button selected)
- Session Title: Lawyer Well Being
- Description: What Lawyers Need to Know
- Proposed Type: Gen E&P Dual Break
- Buttons: Save, Cancel

A red circle highlights the 'Save' button, and a red arrow points to it from the right.

If you need to modify a session already entered, click the black triangle at the left of the section you want to edit. The section will turn blue. Click the **Edit** button and you will be able to modify your segment. After modifying, click the **Save** button.

	Day	Start Time	Stop Time	Session Title	Description	Proposed Type	Estimated Hours
▶	1	9:00 AM	10:50 AM	Session 1	Doing the research	Gen	1.83
▶	1	10:50 AM	11:00 AM	Break	break	BRK	0.17
							1

Buttons: Add... Edit... Delete

For more information on how to modify a course, please see page 9

TN CLE Course Entry & Management

Documents

The screenshot shows the 'Provider Course Management' interface. At the top is a navigation bar with links: Home, Search, Courses (selected), Attendance, Account, Tools, Tutorial, and Logout. Below the navigation bar is the 'Provider Course Management' header. Underneath, there are three tabs: Course, Sessions, and Documents (selected). The main content area contains a text box with the instruction: 'Please use this space to provide additional information or communication to the commission. Do not include course description or speaker bios here.' Below the text box is a section titled 'Course Documents' with the instruction: 'Use the buttons below to browse and upload documents.' This section includes a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. At the bottom of the form are two large blue buttons: 'Submit Course' and 'Save and Exit'.

This section is for uploading documents for the Commission to use in accreditation consideration. Types of documents would include (if they are not included elsewhere in the course submission) speaker bios, agendas, and course advertising materials, such as flyers. **Do not include course materials**, such as PowerPoint presentations, handouts, etc. The Commission will request those documents if necessary for accreditation.

To upload documents, click on **Choose File** and navigate to the file you want to upload.

Click the **Upload** button and continue the process until all documents have been uploaded. When you are finished, you may click **Save and Exit** to come back to the course later, or click **Submit Course** to send it to the Commission for accreditation consideration.

Accreditation

After a course is submitted, you **cannot modify** the course unless it is returned to you as denied.

After you hit the **Submit Course** button, you will receive the message below. Hit **Continue** to return to the main provider screen.

The screenshot shows the 'Provider Course Management' interface with a system message box. The navigation bar at the top is the same as in the previous screenshot. The 'Provider Course Management' header is visible. A system message box is displayed on the right side of the page. The message box has a blue header that reads 'cleTN.com System Message' and a title 'Course Accreditation Submission'. The message text says: 'The course has been submitted for accreditation approval.' At the bottom of the message box is a 'Continue' button, which is circled in red.

TN CLE Course Entry & Management

Modify a Course

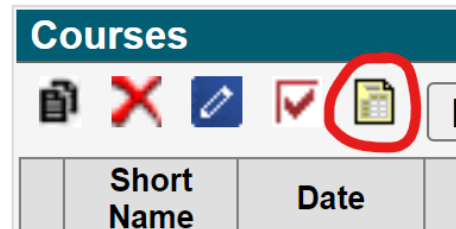
To modify a course that has not been submitted, or that has been denied, go to the **Courses** tab, then click on the triangle to the left of the course information. This will highlight the course in blue and make the editing icons available. Click on the blue pencil icon to modify a course.

Short Name	Date	City	Course Title	Status
Test CLE Course	05/14/2024	Chicago	Course for Testing Accreditation Portal	Not Submitted
test	04/30/2024	nash	test	Not Submitted
Delete-Test	11/01/2022	Callao	Test for server migration on 9/24/2022	Submitted
Delete-	11/01/2022	Callao	Server Migration Test 2	Submitted

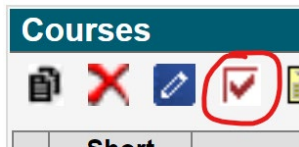
The remaining icons have the following functions:



The **Delete** icon allows you to delete a course. Only courses that have not been accredited can be deleted.



The **Check** icon allows you to submit a course. You



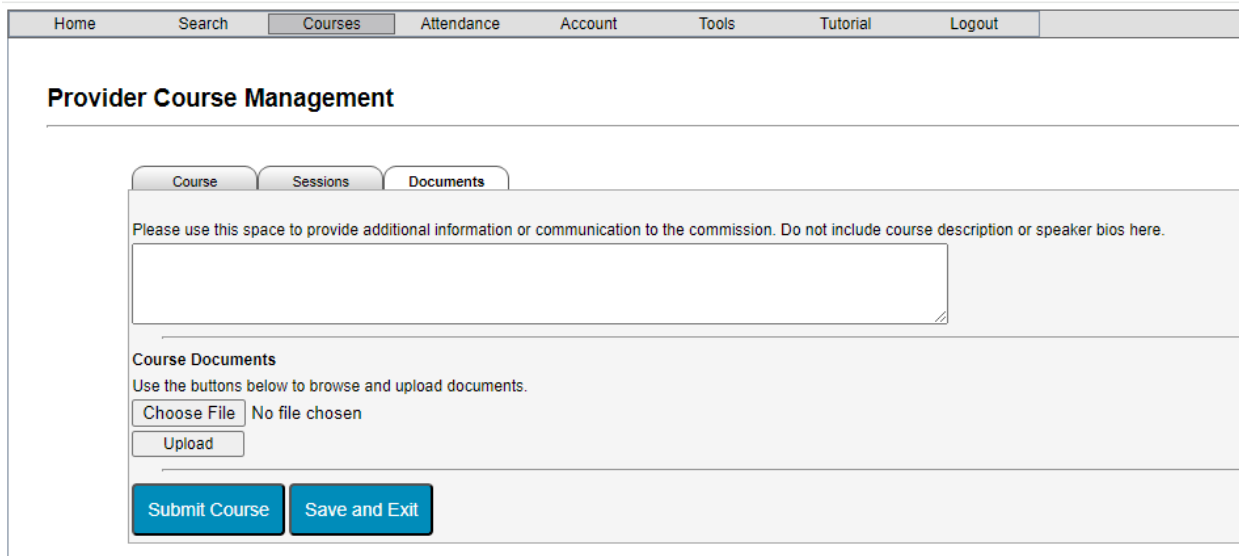
can submit courses when you are creating or modifying them, or you can do so here.

The **View** icon allows you to quickly view all the course information without having to edit the course. This is also a preview of what attorneys see on the CLE.TNCourts.gov website when they do a course search.

TN CLE Course Entry & Management

Course Denial

If a course is denied, the Commission will communicate course defects via the comment box in the **Documents** tab. Follow the instructions for modifying the course to reopen the online application and see the reason for the denial. If your course is not approved, check this **Document** tabs to see why and what additional information is required to obtain accreditation.



The screenshot displays the 'Provider Course Management' interface. At the top, there is a navigation bar with tabs for Home, Search, Courses, Attendance, Account, Tools, Tutorial, and Logout. Below this, the 'Provider Course Management' section is visible. It contains three sub-tabs: Course, Sessions, and Documents. The 'Documents' tab is active, showing a text area for providing additional information or communication to the commission. Below the text area, there is a section for 'Course Documents' with instructions to use the buttons below to browse and upload documents. This section includes a 'Choose File' button (currently showing 'No file chosen'), an 'Upload' button, and two main action buttons at the bottom: 'Submit Course' and 'Save and Exit'.

If the course is denied, log into your provider account, go to **Courses** and click on the black arrow to highlight the course and hit the **Modify** button. See instructions and diagram on page 9.

Often a course is denied because the Commission has a question or needs more information. Most denials can be easily remedied.

Typical reasons for course denial:

- Failure to include biographical information on the speaker, especially information that conveys why the speaker is qualified to train attorneys.
- Requesting E/P credit rather than dual credit.
- Requesting dual credit when the section is not about ethics and professionalism.
- How the course is advertised. Generally, courses need to be open to all attorneys.

Course approvals and denials are available in the provider portal the day after the Commission takes action to approve or deny.

Tennessee Supreme Court Rule 21 requires courses be submitted at least 45 days prior to the scheduled course date and allows the Commission 30 days to consider a course. Generally, the process is completed much quicker than that. Providers may not advertise a course is approved for CLE credit until the Commission has granted approval. See *Tennessee Supreme Court Rule 21 § 5.06*.